



Minehead Town Council

The Council Offices, 3 Summerland Road, Minehead, TA24 5BP

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NOTICE OF FULL COUNCIL MEETING

Date: Tuesday 27th October 2026
Time: 7.30 pm
Venue: Community Building, Irnham Road, Minehead TA24 5DW

ALL COUNCIL MEETINGS ARE OPEN TO THE PUBLIC AND PRESS

Public Bodies (admission to Meetings) Act 1960

Dear Councillors,

You are hereby summoned to attend the Full Council meeting of Minehead Town Council. The meeting will consider the items set out in the agenda. It is not lawful for the Council to consider business not on the agenda (*Local Government Act 1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119*).

Ben Parker
Town Clerk
22nd October 2026

PUBLIC FORUM

There will be a 15-minute public forum prior to the commencement of the meeting, during which residents of Minehead and Alcombe (who would not ordinarily be permitted to speak during the meeting except at the discretion of the Chair) may raise matters relating to the town. Each speaker will be limited to a maximum of three minutes. Please note that, in accordance with statutory requirements, the Council is unable to make decisions on any matters not included on the published agenda.

In accordance with the Openness of Local Government Bodies Regulations 2014, members of the public may photograph, film, audio record and report on this meeting, including via social media. While no prior notification is required, advance notice would assist the Council in making reasonable arrangements. This entitlement applies only to public sessions; recording must cease if the meeting moves into private session. Recording should be conducted in a reasonable and non-disruptive manner, and equipment must be clearly visible at all times. The use of intrusive lighting, flash photography or oral commentary during the meeting is not permitted. The Chair retains the discretion to manage recording to ensure the orderly conduct of the meeting.

A G E N D A

Members are reminded that, in the exercise of all Council functions, due regard must be given to relevant statutory responsibilities, including (but not limited to) equal opportunities, crime and disorder, health and safety, human rights, and biodiversity.

1. To receive Apologies for Absence [*LGA 1972 s 85 \(1\)*](#)
2. To receive disclosures of unregistered or other interests from Councillors on matters to be considered at the meeting [*Localism Act 2011 S 26 - 34*](#)
3. To receive reports from Somerset Councillors and the Local Policing Team.
4. To receive reports from councillors, advisory groups and outside bodies.
5. To approve and sign the [Minutes of the Full Council Meeting held on Tuesday 22nd September 2026](#). [*LGA 1972 Sch 12 para 41*](#)
6. To receive the [Minutes of the Finance and General Purposes Committee meeting held on Tuesday 13th October 2026](#).
7. To receive the [Minutes of the Planning & Licencing Committee meeting held on Tuesday 6th October 2026](#).
8. Accounts (See attachments) [*Accounts and Audit Regulations 2015*](#)
 - i. To note Payments made in September.
 - ii. To note budget income & expenditure reports for September.
 - iii. To note income receipts for September.
 - iv. To note bank reconciliations for September.
9. To receive and note the mid-year financial report on the 2026/27 financial year. (See attachment)
10. To consider an application for a Councillor co-option to the Minehead North Ward of Minehead Town Council (See Councillor attachment) [*LGA 1972 S 87 & Local Elections \(Parishes and Communities\) Rules 2006 r 5*](#)
11. To receive a report on the Council's Standing Orders, Financial Regulations and Scheme of Delegation; to undertake the six-month review of these policies as resolved by the Council in April 2026 and to consider their re-adoption. (See attachment)
12. To receive a report from the Deputy Clerk on play area provision within Minehead and to consider future priorities and next steps for the development of play facilities in the town. (See attachment)
13. Christmas Lights and Christmas Event (See attachments)
 - i. To receive an update on the Christmas Lights Contract and associated arrangements.

- ii. To receive an update on arrangements for the Christmas Light Switch-On Event, review current expenditure against budget, and consider the approval of any additional expenditure required.
- 14. To note the updated business case submitted by Minehead Pump Track CIC and to consider whether an area within Culvercliffe Open Space should be identified as the preferred site for further investigation, subject to all necessary permissions, approvals and legal requirements. *(See Councillor attachment)*
- 15. To receive an update on the Blenheim Gardens Toilet Project procurement process and consider the appointment of a Councillor tender evaluation panel. *(See attachment)*
- 16. To note the completion of the Limited Assurance Review (Sections 1-3) of the Annual Governance and Accountability Return (AGAR). *(See attachment)*
- 17. To note receipt of the second precept instalment from Somerset Council and to authorise the transfer of funds between Minehead Town Council accounts.
- 18. To Co-opt Councillors Jeffery and Maycock onto the Planning and Licencing Committee.
- 19. To receive an update on staffing recruitment and associated vacancies.

End of Agenda

CIRCULATION

Councillors C Palmer (Chair), Milton, Bartlett, Basketfield, Beynon, Bonar, Hall, Hodson, Jeffery, Jewell, Kravis, Lawton, Maycock, M Palmer and Sharjeel



**Minutes from the Full Council Meeting of Minehead Town Council
held on
Tuesday 22nd September 2026 at 7:30 p.m. in the Community Building, Irnham Road, Minehead
TA24 5DW**

Present: Councillors C Palmer (Chair), Milton, Basketfield, Bartlett, Hodson, Jeffery, Jewell, Lawton, Maycock, M Palmer and Sharjeel.

Apologies: Councillors Beynon, Bonar, Hall and Kravis.

In attendance: B Parker (Town Clerk) J Chapman (Deputy Clerk & RFO) Somerset Councillors Chilcott, Hadley and 1 member of the public.

There was a 15-minute open forum prior to the start of the Meeting for residents of Minehead to raise with councillors any matters related to the town. No matters were raised.

2026/148. To receive Apologies for Absence [LGA 1972 s 85 \(1\)](#)

Councillors Beynon, Bonar, Hall and Kravis' apologies for absence were received.

2026/149. To receive disclosures of unregistered or other interests from Councillors on matters to be considered at the meeting [Localism Act 2011 S 26 - 34](#)

There were no disclosures of unregistered or other interests from Councillors on matters to be considered at the meeting.

2026/150. To receive reports from Somerset Councillors and the Local Policing Team.

There were no members of the local policing team present.

Somerset Councillor Hadley reported that:

- He had completed National Planning Policy Framework (NPPF) training and highlighted a number of significant changes, including amendments to the "tilted balance" approach. He recommended that Minehead Town Council Members undertake the training.
- A motion was approved by Somerset Council to make the authority a dementia-friendly council. The initiative received cross-party support and aims to improve how the Council engages with and supports people living with dementia and their carers.
- The A39 roadworks commenced the previous day. Initial feedback suggested that traffic delays had not been as severe as anticipated.

Somerset Councillor Chilcott reported that:

- Extensive consultation regarding the A39 roadworks had taken place through the Local Community Network (LCN), including engagement with Hinkley Point bus operators.
- Further roadworks are anticipated in the Williton area, which may result in significant delays. Additional information is awaited.
- Recent NPPF changes represent a substantial shift in planning policy rather than a minor revision. The changes place greater emphasis on supporting development unless there are substantial grounds for refusal, increase requirements for higher-density development on urban sites and

expand the scope of officer delegated decision-making. Greater scrutiny of unauthorised development is also anticipated.

- A request has been submitted for short-stay parking bays outside the new Post Office on the seafront.
- As part of the 2026/27 budget process, proposals were initially put forward to increase parking charges and standardise fees across Somerset. A revised proposal is now being considered, introducing a tiered charging structure based on usage levels. This is likely to affect Minehead's most heavily used car parks, including Station, Seafront and Summerland. Town Councillors were encouraged to review the proposals and ensure Minehead's views are represented.
- She continues to pursue a response from Somerset Council regarding unpaid car parking income due to Minehead Town Council.
- Several reports had been received regarding street lighting outages across the town, including on Millbridge Road. It was noted that some faults relate to National Grid infrastructure and may take longer to resolve.

Town Councillors expressed concerns regarding parking charges on the seafront and the resulting displacement of vehicles onto nearby residential roads offering free parking. Concerns were raised that further increases in parking charges could exacerbate these issues and place additional pressure on residents. Councillors also commented that any increase in parking fees may attract greater public support if there was clearer information on how parking income is spent. Concern was also expressed that higher charges at key visitor car parks, particularly Station Car Park, could negatively affect tourism and local trade.

In response to a question regarding shopper permits and resident parking arrangements, Somerset Councillors advised that no further information had been received at this stage.

2026/151. To receive reports from councillors, advisory groups and outside bodies.

Councillor Hodson provided an update on the swimming pool project. He advised that the needs assessment has now been completed and concluded that the provision of a swimming pool in Minehead is a priority. Further design work relating to the proposed location is currently being undertaken and will be made available for Town Council comment in due course. The next project meeting is scheduled for early October.

Councillor M Palmer reported on attendance at the People's Climate Emergency Briefing, which was also attended by other Minehead Town Council Members. The briefing provided an informative overview of the global climate emergency and explored the implications and challenges for communities at a local level.

2026/152. To approve and sign the [Minutes of the Full Council Meeting held on Tuesday 25th August 2026](#). *LGA 1972 Sch 12 para 41*

RESOLVED the minutes of the Full Council Meeting held on Tuesday 25th August 2026 were approved and signed by the chair as a true and accurate record.

2026/153. To receive the [Minutes of the Finance and General Purposes Committee meeting held on Tuesday 8th September 2026](#).

The minutes of the Finance and General Purposes Committee meeting held on Tuesday 8th September 2026 were **received**.

2026/154. To receive the [Minutes of the Planning & Licencing Committee meeting held on Tuesday 1st September 2026.](#)

The minutes of the Planning & Licencing Committee meeting held on Tuesday 1st September 2026 were **received**.

2026/155. Accounts *Accounts and Audit Regulations 2015*

- i. To approve the following payments over £3,000:
 - Payment of **£6,484.21 inc. VAT** to Festive Lighting for 40% rental and 40% installation of Christmas lights. Christmas 2026. Second invoice of three. *(Discussed and approved at June 2026 Full Council Meeting; minute number 2026/103).*

RESOLVED the payment of £6,484.21 inc. VAT was approved.

- ii. To receive Payments made in August.

The payments made in August were **received**.

- iii. To receive budget income & expenditure reports for August.

The budget income & expenditure reports for August were **received**.

- iv. To receive income receipts for August.

The income receipts for August were **received**.

- v. To receive bank reconciliations for August.

The bank reconciliations for August were **received**.

2026/156. To receive a report on the Mid-Year Review of the Council's Risk Assessments and consider their re-approval.

The Clerk presented the mid-year review of the Council's Risk Assessments and outlined a number of updates to reflect changes since their approval in March 2026, including staffing changes, implementation of the Scribe accounting system, adoption of updated governance arrangements, staff training and qualification developments, progress with the Civic.ly asset management system and increased councillor capacity. Members were invited to review the assessments to ensure they continued to provide an adequate and effective framework for risk management. It was noted that no significant new risks had been identified and no changes to risk scores were proposed.

RESOLVED that, having reviewed the updated Risk Assessments, Members approve and re-adopt them as the Council's current Risk Assessments.

2026/157. To consider a quotation for a review of the town's security and monitoring requirements.

The Clerk presented a report on the future provision of public CCTV within Minehead. Members were advised that the town's CCTV infrastructure is ageing and requires a comprehensive technical assessment to establish its condition, capability and suitability for future use. The proposed review would assess the existing network infrastructure, including cameras, cabling, mounting structures and associated equipment and consider whether current camera locations remain appropriate.

During discussion, Members questioned the need for the assessment given the known condition of the existing system. It was noted that the review would extend beyond the cameras themselves and provide a

detailed appraisal of the wider infrastructure, creating an evidence base to support any future procurement exercise should the Council decide to invest in a replacement system.

Members also discussed future monitoring arrangements. It was noted that options could include integration with Somerset Council's monitored CCTV service or a system managed directly by Minehead Town Council. Whilst consideration of monitoring arrangements was premature at this stage, Members were advised that centrally monitored systems typically involve higher installation and ongoing costs.

Members noted that commissioning the assessment would not commit the Council to any future CCTV upgrade or replacement programme but would provide the information necessary to support informed decision-making.

RESOLVED that the quotation of £1,500 plus VAT for a CCTV needs assessment and technical review of the town's existing CCTV infrastructure be approved.

2026/158. To reconsider a quote for the repairs to the bank along the stream at the Parkhouse Road entrance of Parks Walk following the deferral agreed at the previous meeting pending confirmation of ownership information.

Members reconsidered the quotation for repairs to the bank adjacent to the stream at the Parkhouse Road entrance to Parks Walk, which had been deferred from the previous Full Council meeting.

It is understood that the issue is likely being caused by a roadside surface water drain, believed to be the responsibility of Somerset Council. Members noted that there appeared to be little doubt that the asset falls under Somerset Council's ownership. It was further noted that there may be a potential compensation claim under relevant legislation, although no discussions had yet taken place regarding whether Somerset Council would accept liability or contribute towards remedial works.

During discussion, Members expressed the view that any compensation alone may not adequately address the issue and that the drainage asset itself should first be investigated and repaired by Somerset Council. Concerns were raised that delaying works could result in further deterioration of the bank. Members suggested that a survey of the drainage pipe would be a sensible first step in determining the extent of any damage and identifying the most appropriate remedy.

Somerset Councillors offered to explore whether a representative of the Highways Service could attend the site to investigate further.

RESOLVED by majority to defer consideration of the quotation pending a site inspection by Somerset Council Highways and any subsequent findings or recommendations arising from that inspection.

2026/157. To receive an update on the planning application for the conversion of the shelter and former public toilets at Blenheim Gardens, consider the draft tender documentation and determine whether authority should be delegated to the Town Clerk to issue the tender documentation upon receipt of planning approval.

The Clerk confirmed that the outstanding bat survey had been completed and that the Council was now awaiting a determination from Somerset Council on the planning application. Members noted that no evidence of bats had been identified; however, the survey recommended that no works should be undertaken on any structure or feature being used by nesting birds. The Clerk advised that, should planning permission be granted, it would be beneficial for the Council to be in a position to commence the procurement process promptly in order to minimise any unnecessary delays.

The Clerk presented the draft tender documentation, which had been prepared based on the approved plans and lessons learnt from previous Council projects. It was further noted that the procurement process would need to be undertaken in accordance with Financial Regulations, the Procurement Act 2023 and associated procurement requirements.

Following consideration, Members reviewed the draft tender documentation and the proposal to delegate authority to the Clerk to commence the procurement process should planning permission be granted.

RESOLVED that the draft tender documentation be approved and that delegated authority be granted to the Clerk to commence the tender process in the event that planning permission is granted.

2026/158. To receive an update on the Christmas Light Switch on Event planning due to take place on Friday 27th November 2026.

The Clerk provided an update on arrangements for the 2026 Christmas Light Switch-On Event, due to take place on Friday 27th November 2026. Councillors were advised that, following feedback from previous years and ongoing concerns regarding crowds gathering in Wellington Square outside the existing road closure area, plans had been developed to extend the road closure to include Park Street and Friday Street in order to improve public safety and event management. The extended traffic management arrangements will be delivered by Highbridge & Burnham Carnival Club. The event will once again include a street market, community groups, local performances and entertainment. It was also noted that the Victorian theme would not be actively pursued this year due to limited participation, with a greater focus instead being placed on a community-led festive event.

The update was **noted**.

2026/159. To co – opt Councillor Basketfield to the Planning and Licencing Committee.

In accordance with the Committee's Terms of Reference, appointments of new Members to committees must be approved by Full Council.

RESOLVED that Councillor Basketfield be appointed to the Planning and Licensing Committee.

2026/160. To note the upcoming Tree planting and Apple Celebration Day taking place at Ellicombe Open Space (Off Ellicombe Roundabout) on Saturday 26th September 12 – 4 pm.

The Clerk provided an update on the forthcoming tree planting and apple celebration day at Ellicombe Open Space. Members were advised that the Town Council was working in partnership with the National Trust to deliver a community event featuring the planting of 12 trees, including apple varieties and the locally significant Dunster Plum. The event will also include forest school activities, a biodiversity bioblitz, tree grafting demonstrations, apple pressing and a range of family-friendly activities aimed at promoting community engagement and environmental awareness.

The Update was **noted**.

2026/161. To receive an update on staffing recruitment and associated vacancies.

The Clerk confirmed that the new Administration Officer commenced employment on 14th September 2026 and had successfully completed their induction. Members were advised that the appointment would strengthen office resilience and support the Council's objective of providing a five-day-a-week office presence.

The Clerk also provided an update on the recruitment of a Head of Amenities and Assets. Members were advised that the position had been re-advertised and was being promoted through a range of recruitment websites, social media channels and local press. Further information is available on the Council's website, with applications closing on 16th October 2026.

The update was **noted**.

Meeting closed at 20:38

Councillor Craig Palmer
Chair of Minehead Town Council
September 2026



**Minutes of the Finance and General Purposes Committee Meeting of Minehead Town Council
held on
Tuesday 13th October 2026 at 7:30 p.m. in the Minehead Community Centre, Irnham Road,
Minehead TA24 5DW.**

Present: Councillors Jewell (Committee Chair), Bartlett, C Palmer, Basketfield, Hodson, Jeffery Kravis, Maycock, Milton, M Palmer and Sharjeel.

Apologies: Councillor Beynon, Bonar, Hall and Lawton.

In attendance: B Parker (Town Clerk) J Chapman (Deputy Clerk & RFO) and Somerset Councillor Chilcott

2026/31. To receive Apologies for Absence [LGA 1972 s 85 \(1\)](#)

Councillor Beynon, Bonar, Hall and Lawton's apologies for absence were received.

2026/32. To receive disclosures of unregistered or other interests from Councillors on matters to be considered at the meeting [Localism Act 2011 S 26 - 34](#)

Councillor Kravis has a standing declaration as a Somerset Councillor and declared a business interest on Agenda Item 5 (*Minute Number 2026/35*). Stayed in room, spoke, did not vote.

There were no further disclosures of unregistered or other interests from Councillors on matters to be considered at the meeting

2026/33. To approve and sign the [Minutes of the Finance & General Purposes Committee meeting held on Tuesday 8th September 2026.](#)

RESOLVED the minutes of the Finance & General Purposes Committee meeting held on Tuesday 8th September 2026.

2026/34. Accounts

i. To receive payments made for September.

The payments made for September were **received**.

ii. To receive budget, income & expenditure reports for September.

The budget, income & expenditure reports for September were **received**.

iii. To receive income receipts for September.

The income receipts for September were **received**.

iv. To receive bank reconciliations for September.

The bank reconciliations for September were **received**.

2026/35. To receive an update on Somerset Council's proposed review of parking charges in Minehead, including the representations already submitted by the Town Clerk to Somerset Council's Executive, and to consider any further action or response by the Town Council.

The Clerk provided an update on correspondence sent to Somerset Council's Executive Committee regarding the proposed parking charge review. A draft letter had previously been circulated to Councillors by email and approved for submission by a majority of Councillors (8). The letter raised concerns regarding the level of engagement with local councils and the scale of the proposed parking charge increases for Minehead. A copy of the letter was also published on the Town Council's website together with a brief press statement.

The Clerk further advised that parking charges for the Town Council-owned car parks at Alexandra Road and North Road remain matters for Minehead Town Council and would be considered under a later agenda item.

The update was **noted**.

Councillors expressed disappointment with the proposed county-wide parking charge structure, observing that a standardised approach may not fully reflect the differing needs and circumstances of individual communities. During discussion, Members considered whether there may be merit in exploring the potential acquisition of Somerset Council-owned car parks within Minehead should opportunities arise in the future. It was recognised that any such consideration would require a thorough understanding of the financial, operational and legal implications, including asset values, income generation, maintenance liabilities and potential borrowing requirements. Members agreed that further information would be required before any view could be formed.

RESOLVED by majority with three abstentions and two against, that the Clerk be requested to undertake preliminary research into the potential acquisition of Somerset Council-owned car parks within Minehead and to report back to Council with further information to assist any future consideration of the matter.

2026/36. To commence the review of Minehead Town Council's fees and charges for the 2027/28 financial year.

As part of the 2027/28 budget-setting process, Councillors had previously requested that a comprehensive review of the Town Council's fees and charges be undertaken prior to budget deliberations. The Clerk presented the current schedule of fees and charges and highlighted a number of observations arising from discussions with the Responsible Financial Officer (RFO), together with feedback received through meetings and ongoing engagement.

It was noted that a number of fees and charges had not been subject to a detailed review for some time and, in certain areas, may no longer fully reflect the cost of providing the associated service.

Councillors discussed a range of potential options and approaches to fees and charges. It was agreed that further consideration was required before any recommendations could be made as part of the budget-setting process.

RESOLVED to hold an informal Councillor session on Tuesday 3rd November 2026, immediately following the Planning Committee meeting, to consider the Council's fees and charges in greater detail and to inform future recommendations to the Finance and General Purposes Committee.

The meeting closed at 20:42

Councillor Ben Jewell
Chair of The Finance and General Purposed Committee
September 2026



Minutes of the Planning and Licencing Committee Meeting of Minehead Town Council held on Tuesday 6th October 2026 at 6:00 p.m. in the Council Offices.

Present: Councillors M Palmer (Chair), Lawton, Hodson, Jewell, Bartlett, Basketfield and C Palmer

In Attendance: Ben Parker (Town Clerk), Councillors Jeffery and Maycock.

2026/47. To receive Apologies for Absence [LGA 1972 s 85 \(1\)](#)

There were no apologies for absence.

2026/48. To receive disclosures of unregistered or other interests from Councillors on matters to be considered at the meeting [Localism Act 2011 S 26 - 34](#)

There were no disclosures of unregistered or other interests from Councillors on matters to be considered at the meeting.

2026/49. To approve and sign the [Minutes of the Planning & Licencing Committee meeting held on Tuesday 1st September 2026.](#)

RESOLVED the Minutes of the Planning & Licencing Committee meeting held on Tuesday 1st September 2026 were approved and signed by the chair as a true and accurate record.

2026/50. To receive updates on the development of the Somerset Council Local Plan and any related consultations affecting the town

The Chair provided an update on the ongoing development of the Local Plan and highlighted that recent changes to the National Planning Policy Framework (NPPF) were likely to have a significant impact on planning decision making at the local level.

Members were advised that copies of the revised NPPF would be circulated to all members of the committee. Whilst noting that the changes were substantial, the Chair highlighted that there would remain areas in which they felt local councils could continue to influence development outcomes, including matters relating to biodiversity.

The Chair noted that, in light of the substantial changes to the planning system, further member training would be arranged when details became available. Whilst the nature of any training had not yet been confirmed, members were encouraged to participate fully in any opportunities provided to develop their understanding of the revised framework and its implications for the committee's work.

In relation to the emerging Local Plan, members discussed the possibility of a future shift away from the use of Section 106 agreements towards the use of Community Infrastructure Levy (CIL). It was noted that, should this occur, it would be important for the Town Council to maintain a clear and prioritised list of projects for which CIL funding could be sought and allocated.

The update was **noted**.

2026/51. To receive and consider The Consultation and Review of the Draft Somerset Heritage at Risk Register

The committee considered the Heritage at Risk Register circulated by Somerset Council and noted that, at present, only one asset within Minehead is included on the register.

Members discussed a number of local heritage assets which may potentially warrant inclusion. However, it was recognised that further clarification was required regarding the criteria, implications, limitations and opportunities associated with designation on the register before the committee could give the matter full consideration.

RESOLVED that the Clerk seek further information and clarification on the Heritage at Risk Register and report back to the committee to enable members to make an informed decision on any future recommendations.

2026/52. To consider the Planning Applications received. *(See Appendix 1)*

APPENDIX 1

Application	Recommendation
3/21/26/046 Removal of part of boundary wall to provide vehicle access 12 Cherry Trees, Glenmore Road, Minehead, TA24 5BQ	The Committee noted that, whilst the application had been considered previously, amended plans had subsequently been submitted for consideration. RESOLVED The Committee could see no material reason to object the application
3/21/26/050 Installation of bin storage units Field End, Hopcott Road, Minehead, TA24 6DU	RESOLVED The Committee could see no material reason to object the application.
3/21/26/051 Erection of a single-storey flat-roofed rear extension and raised decked area (works already undertaken) 41 West Street, Minehead, TA24 5EJ	RESOLVED The Committee could see no material reason to object the application.
3/21/26/052 Proposed erection of a single storey side extension to form annex 27 Combeland Road, Alcombe, Minehead, TA24 6BT	RESOLVED The Committee could see no material reason to object the application.
3/21/26/036 Change of use of basement office into 1 No. dwelling 9 Blenheim Road, Minehead, TA24 5PZ	The committee noted the amendments to the proposed layout, which sought to address concerns regarding daylight and ventilation identified within the original scheme. Members further noted that a previous application for the property had been dismissed on appeal by the Planning Inspectorate and that the Town Council had objected to the current application in its original form, prior to the submission of the amendments.

	Whilst recognising that changes had been made to the proposal, the committee did not consider that the revisions sufficiently addressed its previous concerns and therefore saw no reason to alter its original decision. RESOLVED the Committee object to the application on the grounds of the inadequate provision of natural light to the proposed dwelling and concerns regarding flood risk arising from the site's location within a designated flood zone.
3/21/26/056 Formation of parking area in rear garden to include new access onto highway 8 Quarry Close, Minehead, TA24 6EE	RESOLVED The Committee could see no material reason to object the application.

The meeting closed at 18:47

Cllr M Palmer
Chair of the Planning and Licencing Committee
October 2026

Minehead Town Council

05 October 2026 (2026 - 2027)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
529	Subscriptions	01/09/2026		NatWest Current Acc	SEP26DD3	Subscription	Scribe Accounts	S	292.00	58.40	350.40
											350.40
530	Subscriptions	01/09/2026		NatWest Current Acc	SEP26DD4	Civicy	Starboard Systems Ltd	S	527.00	105.40	632.40
											632.40
527	New Depot monthly rent	01/09/2026		NatWest Current Acc	SEP26DD1	Rent - Depot 31	PM & PD Bohun	E	755.00		755.00
											755.00
528	Lease of Vehicle BG21 DSX	01/09/2026		NatWest Current Acc	SEP26DD2	Lease of BG21 DSX	Mitsubishi HC Capital UK Pl	S	343.99	68.80	412.79
											412.79
533	Wellington Square/Monuments	01/09/2026		NatWest Current Acc	SEP26DD7	Water or/and Sewage	Water2Business	S	44.58	8.92	53.50
											53.50
531	Water	01/09/2026		NatWest Current Acc	SEP26DD5	Water or/and Sewage	Water2Business	S	349.47	33.34	382.81
											382.81
532	Water	01/09/2026		NatWest Current Acc	SEP26DD6	Water or/and Sewage	Water2Business	S	187.00	18.98	205.98
											205.98
601	Hospitality	03/09/2026		CashPlus – Pre Paid	SEP26PP1	Milk	Iceland	Z	1.20		1.20
											1.20
545	Stationery	03/09/2026		NatWest Current Acc	SEP26PY12	Stationery	Viking Office UK Ltd	S	26.86	5.37	32.23
											32.23
539	Rates	03/09/2026		NatWest Current Acc	SEP26PY6	Business Rates	Somerset Council (non-vat)	X	608.00		608.00
											608.00
545	Safety Equipment / Signs	03/09/2026		NatWest Current Acc	SEP26PY12	Stationery	Viking Office UK Ltd	S	7.98	1.59	9.57
											9.57
535	Rates	03/09/2026		NatWest Current Acc	SEP26PY2	Business Rates	Somerset Council (non-vat)	X	453.00		453.00
											453.00
543	Playgrounds Maintenance	03/09/2026		NatWest Current Acc	SEP26PY10	Sundries- maintenance	GB Sports and Leisure UK L	S	45.23	9.05	54.28
											54.28
542	Refuse and Recycling	03/09/2026		NatWest Current Acc	SEP26PY9	Waste Collection	ESH Commercials Ltd	S	954.00	190.80	1,144.80
											1,144.80
545	Cleaning and Windows	03/09/2026		NatWest Current Acc	SEP26PY12	Stationery	Viking Office UK Ltd	S	99.15	19.83	118.98
											118.98
537	Car Parks	03/09/2026		NatWest Current Acc	SEP26PY4	Business Rates	Somerset Council (non-vat)	X	325.00		325.00
											325.00
541	Car Parks	03/09/2026		NatWest Current Acc	SEP26PY8	Business Rates	Somerset Council (non-vat)	X	332.00		332.00
											332.00
534	General Maintenance	03/09/2026		NatWest Current Acc	SEP26PY1	Sundries - Furniture	Gopak Ltd	S	425.32	85.06	510.38
											510.38
546	General Maintenance	03/09/2026	2026/62 FC April 2026	NatWest Current Acc	SEP26PY13	Street Furniture	Earth Anchors Ltd	S	984.00	196.80	1,180.80
											1,180.80

Minehead Town Council

05 October 2026 (2026 - 2027)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
540	Rates	03/09/2026		NatWest	Current Acc SEP26PY7	Business Rates	Somerset Council (non-vat)	X	420.00		420.00
											420.00
538	Rates	03/09/2026		NatWest	Current Acc SEP26PY5	Business Rates	Somerset Council (non-vat)	X	293.00		293.00
											293.00
536	Rates	03/09/2026		NatWest	Current Acc SEP26PY3	Business Rates	Somerset Council (non-vat)	X	330.00		330.00
											330.00
602	Fuel	03/09/2026		CashPlus	Pre Paid SEP26PP2	Fuel	Tesco Petrol Filling Station	S	38.91	7.78	46.69
											46.69
603	Fuel	03/09/2026		CashPlus	Pre Paid SEP26PP3	Fuel	Central	S	107.94	21.59	129.53
											129.53
547	Blen Grdns new wcs (EMR Link	03/09/2026	2026/16 F&GP Aug 2026	NatWest	Current Acc SEP26PY14	Bat Survey- new wcs	Orbis Ecology Ltd	S	1,045.00	209.00	1,254.00
											1,254.00
544	Cleaning Materials	03/09/2026		NatWest	Current Acc SEP26PY11	Sundries-Cleaning	Initial Washroom Hygiene	S	194.28	38.86	233.14
											233.14
604	Stationery	05/09/2026		CashPlus	Pre Paid SEP26PP4	Free Press	TG Jones High Street Ltd	Z	2.20		2.20
											2.20
605	Computer Equipment /Licences	05/09/2026		CashPlus	Pre Paid SEP26PP5	Licences	Microsoft	Z	135.42		135.42
											135.42
548	Website	07/09/2026		NatWest	Current Acc SEP26DD8	Website Hosting	Word Gets Around Ltd	Z	35.00		35.00
											35.00
549	HR Support/EAP	08/09/2026		NatWest	Current Acc SEP26DD9	H & S	BrightHR	S	24.00	4.80	28.80
											28.80
554	Refuse and Recycling	08/09/2026		NatWest	Current Acc SEP26PY17	Waste Collection	ESH Commercials Ltd	S	345.00	69.00	414.00
554	Refuse and Recycling	08/09/2026		NatWest	Current Acc SEP26PY17	Waste Collection	ESH Commercials Ltd	S	91.00	18.20	109.20
554	Refuse and Recycling	08/09/2026		NatWest	Current Acc SEP26PY17	Waste Collection	ESH Commercials Ltd	S	111.00	22.20	133.20
											656.40
553	Cleaning and Windows	08/09/2026		NatWest	Current Acc SEP26PY16	Sundries-Cleaning	Bunzl UK Ltd (Greenham)	S	33.48	6.70	40.18
553	General Maintenance	08/09/2026		NatWest	Current Acc SEP26PY16	Sundries-Cleaning	Bunzl UK Ltd (Greenham)	S	258.09	51.62	309.71
											349.89
552	Community Grants	08/09/2026	2026/18 F&GP Aug 2026	NatWest	Current Acc SEP26PY15	Grant	St Michaels Pool Minehead	E	500.00		500.00
											500.00
607	Hospitality	09/09/2026		CashPlus	Pre Paid SEP26PP7	Milk	Iceland	Z	1.20		1.20
											1.20
608	Website	09/09/2026		CashPlus	Pre Paid SEP26PP8	Hosting - accessibility	20i Ltd	S	9.99	2.00	11.99
											11.99
550	Electricity	09/09/2026		NatWest	Current Acc SEP26DD10	Electricity	YU Energy	L	134.65	6.73	141.38
											141.38
606	General Maintenance	09/09/2026		CashPlus	Pre Paid SEP26PP6	Sundries- maintenance	Tufferman Ltd	S	106.64	21.32	127.96
											127.96

Minehead Town Council

05 October 2026 (2026 - 2027)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
551	Electricity	09/09/2026		NatWest Current Acc	SEP26DD11	Electricity	YU Energy	L	28.15	1.41	29.56
											29.56
612	Website	11/09/2026		CashPlus – Pre Paid	SEP26PP12	Hosting - accessibility	20i Ltd	S	6.99	1.40	8.39
											8.39
611	Hospitality	12/09/2026		CashPlus – Pre Paid	SEP26PP11	Coffee	Iceland	Z	6.50		6.50
											6.50
609	Stationery	12/09/2026		CashPlus – Pre Paid	SEP26PP9	Free Press	TG Jones High Street Ltd	Z	2.20		2.20
											2.20
610	Cleaning and Windows	12/09/2026		CashPlus – Pre Paid	SEP26PP10	Sundries-Cleaning	Poundland Ltd	S	0.84	0.16	1.00
											1.00
566	HR Support/EAP	15/09/2026		NatWest Current Acc	SEP26DD20	EAP	BrightHR	S	24.40	4.88	29.28
											29.28
613	Phone and Broadband	15/09/2026		CashPlus – Pre Paid	SEP26PP13	Broadband/Telephones	GiffGaff Ltd	S	8.33	1.67	10.00
											10.00
555	Phone and Broadband	15/09/2026		NatWest Current Acc	SEP26DD12	Broadband/Telephones	BT	S	110.94	22.19	133.13
											133.13
556	Electricity	15/09/2026		NatWest Current Acc	SEP26DD13	Electricity	EDF Energy	L	354.57	17.73	372.30
											372.30
614	Fuel	15/09/2026		CashPlus – Pre Paid	SEP26PP14	Fuel	Tesco Petrol Filling Station	S	70.84	14.17	85.01
											85.01
615	Hospitality	16/09/2026		CashPlus – Pre Paid	SEP26PP15	Milk	Iceland	Z	1.20		1.20
											1.20
561	Electricity	16/09/2026		NatWest Current Acc	SEP26DD18	Electricity	British Gas	L	173.54	8.67	182.21
											182.21
557	Electricity	16/09/2026		NatWest Current Acc	SEP26DD14	Electricity	EDF Energy	L	20.84	1.04	21.88
											21.88
558	Electricity	16/09/2026		NatWest Current Acc	SEP26DD15	Electricity	EDF Energy	L	69.91	3.50	73.41
											73.41
559	Electricity	16/09/2026		NatWest Current Acc	SEP26DD16	Electricity	EDF Energy	L	28.50	1.42	29.92
											29.92
560	Electricity	16/09/2026		NatWest Current Acc	SEP26DD17	Electricity	EDF Energy	L	25.19	1.26	26.45
											26.45
616	Hospitality Council	17/09/2026		CashPlus – Pre Paid	SEP26PP16	Sugar	Iceland	Z	1.20		1.20
											1.20
617	Hospitality Council	17/09/2026		CashPlus – Pre Paid	SEP26PP17	Refreshments	Poundland Ltd	S	2.50	0.50	3.00
											3.00
563	Wages, NI and Pension	18/09/2026		NatWest Current Acc	SEP26PY20	Net Wages	MTC Employees	X	8,861.06		8,861.06
											8,861.06
564	Wages, NI and Pension	18/09/2026		NatWest Current Acc	SEP26PY19	Tax & National Insurance (ee 8	HMRC	X	4,408.55		4,408.55
											4,408.55

Minehead Town Council

05 October 2026 (2026 - 2027)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
565	Wages, NI and Pension	18/09/2026		NatWest Current Acc	SEP26PY20	Pension Contributions	Local Government Pension	X	3,176.32		3,176.32
											3,176.32
564	Wages, NI and Pension	18/09/2026		NatWest Current Acc	SEP26PY19	Tax & National Insurance (ee 8	HMRC	X	6,999.83		6,999.83
											6,999.83
565	Wages, NI and Pension	18/09/2026		NatWest Current Acc	SEP26PY20	Pension Contributions	Local Government Pension	X	5,721.11		5,721.11
											5,721.11
563	Wages, NI and Pension	18/09/2026		NatWest Current Acc	SEP26PY20	Net Wages	MTC Employees	X	18,179.87		18,179.87
563	Wages, NI and Pension	18/09/2026		NatWest Current Acc	SEP26PY20	Net Wages	MTC Employees	X	2,212.20		2,212.20
											20,392.07
565	Wages, NI and Pension	18/09/2026		NatWest Current Acc	SEP26PY20	Pension Contributions	Local Government Pension	X	696.67		696.67
											696.67
564	Wages, NI and Pension	18/09/2026		NatWest Current Acc	SEP26PY19	Tax & National Insurance (ee 8	HMRC	X	835.60		835.60
564	Wages, NI and Pension	18/09/2026		NatWest Current Acc	SEP26PY19	Tax & National Insurance (ee 8	HMRC	X	345.83		345.83
											1,181.43
565	Wages, NI and Pension	18/09/2026		NatWest Current Acc	SEP26PY20	Pension Contributions	Local Government Pension	X	397.05		397.05
											397.05
563	Wages, NI and Pension	18/09/2026		NatWest Current Acc	SEP26PY20	Net Wages	MTC Employees	X	1,423.52		1,423.52
											1,423.52
564	Wages, NI and Pension	18/09/2026		NatWest Current Acc	SEP26PY19	Tax & National Insurance (ee 8	HMRC	X	788.07		788.07
											788.07
563	Wages, NI and Pension	18/09/2026		NatWest Current Acc	SEP26PY20	Net Wages	MTC Employees	X	2,137.12		2,137.12
											2,137.12
565	Wages, NI and Pension	18/09/2026		NatWest Current Acc	SEP26PY20	Pension Contributions	Local Government Pension	X	647.90		647.90
											647.90
619	Hospitality	19/09/2026		CashPlus – Pre Paid i	SEP26PP19	Milk	Iceland	Z	1.20		1.20
											1.20
618	Stationery	19/09/2026		CashPlus – Pre Paid i	SEP26PP18	Free Press	TG Jones High Street Ltd	Z	2.20		2.20
											2.20
620	Fuel	19/09/2026		CashPlus – Pre Paid i	SEP26PP20	Fuel	Tesco Petrol Filling Station	S	41.30	8.26	49.56
											49.56
567	IT Support	21/09/2026		NatWest Current Acc	SEP26DD21	IT Support	AR Computing	S	212.50	42.50	255.00
											255.00
574	Cleaning and Windows	21/09/2026		NatWest Current Acc	SEP26PY26	Window/shelter Cleaning	Westrip Cleaning Services	Z	26.50		26.50
											26.50
579	General Maintenance	21/09/2026	2026/146 FC AUG 2026	NatWest Current Acc	SEP26PY31	Property Maintenance	C Greenhill & L Selbie -J W	Z	2,988.75		2,988.75
											2,988.75
580	General Maintenance	21/09/2026		NatWest Current Acc	SEP26PY32	Property Maintenance	Unity Pat Testing Ltd	S	100.00	20.00	120.00
											120.00
571	Members' Travel/Training/IT	21/09/2026		NatWest Current Acc	SEP26PY23	Training	Somerset Association of Lo	Z	70.00		70.00
											70.00

Minehead Town Council

05 October 2026 (2026 - 2027)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
580	Grounds Maintenance	21/09/2026		NatWest	Current Acc SEP26PY32	Property Maintenance	Unity Pat Testing Ltd	S	25.00	5.00	30.00
											30.00
575	Safety Equipment / Signs	21/09/2026		NatWest	Current Acc SEP26PY27	Sundries- maintenance	Bunzl UK Ltd (Greenham)	S	48.84	9.77	58.61
											58.61
577	Equipment Maintenance	21/09/2026		NatWest	Current Acc SEP26PY29	Sundries- maintenance	Eagle Plant	S	182.95	36.59	219.54
											219.54
569	Equipment	21/09/2026		NatWest	Current Acc SEP26PY22	Sundries- maintenance	Toolstation Ltd	S	68.20	13.64	81.84
											81.84
562	Lease of Tipper HW69 OJE	21/09/2026		NatWest	Current Acc SEP26DD19	Lease of HW69 OJE	Lex Autolease Ltd	S	271.69	54.34	326.03
											326.03
572	Refuse and Recycling	21/09/2026		NatWest	Current Acc SEP26PY24	Waste Collection	ESH Commercials Ltd	S	705.00	141.00	846.00
572	Refuse and Recycling	21/09/2026		NatWest	Current Acc SEP26PY24	Waste Collection	ESH Commercials Ltd	S	227.50	45.50	273.00
											1,119.00
574	Cleaning and Windows	21/09/2026		NatWest	Current Acc SEP26PY26	Window/shelter Cleaning	Westrip Cleaning Services	Z	176.50		176.50
											176.50
570	General Maintenance	21/09/2026		NatWest	Current Acc SEP26PY21	Equipment Servicing	Coomber Security Sytems I	S	516.00	103.20	619.20
											619.20
574	General Maintenance	21/09/2026		NatWest	Current Acc SEP26PY26	Window/shelter Cleaning	Westrip Cleaning Services	Z	90.00		90.00
											90.00
573	General Maintenance	21/09/2026		NatWest	Current Acc SEP26PY33	Sundries- maintenance	Parish Notice Board Compe	S	56.00	11.20	67.20
											67.20
575	General Maintenance	21/09/2026		NatWest	Current Acc SEP26PY27	Sundries- maintenance	Bunzl UK Ltd (Greenham)	S	188.08	37.61	225.69
											225.69
568	Gas	21/09/2026		NatWest	Current Acc SEP26DD22	Electricity	Valda Energy	L	142.65	7.13	149.78
											149.78
578	Bench Purchases	21/09/2026		NatWest	Current Acc SEP26PY30	Commemorative Bench	Glasdon UK Ltd	S	738.92	147.78	886.70
											886.70
576	Town Entertainments	21/09/2026		NatWest	Current Acc SEP26PY28	Music Performance	Wellington Silver Band	Z	250.00		250.00
											250.00
580	General Maintenance	21/09/2026		NatWest	Current Acc SEP26PY32	Property Maintenance	Unity Pat Testing Ltd	S	128.80	25.76	154.56
580	General Maintenance	21/09/2026		NatWest	Current Acc SEP26PY32	Property Maintenance	Unity Pat Testing Ltd	S	60.00	12.00	72.00
											226.56
569	General Maintenance	21/09/2026		NatWest	Current Acc SEP26PY22	Sundries- maintenance	Toolstation Ltd	S	25.75	5.15	30.90
											30.90
575	Cleaning Materials	21/09/2026		NatWest	Current Acc SEP26PY27	Sundries- maintenance	Bunzl UK Ltd (Greenham)	S	40.20	8.04	48.24
											48.24
584	Electricity	22/09/2026		NatWest	Current Acc SEP26DD27	Electricity	EDF Energy	L	56.50	2.82	59.32
											59.32
583	Electricity	22/09/2026		NatWest	Current Acc SEP26DD25	Electricity	EDF Energy	L	52.47	2.62	55.09
											55.09

Minehead Town Council

05 October 2026 (2026 - 2027)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
585	Electricity	22/09/2026		NatWest Current Acc	SEP26DD28	Electricity	EDF Energy	L	19.36	0.97	20.33
											20.33
581	Electricity	22/09/2026		NatWest Current Acc	SEP26DD23	Electricity	EDF Energy	L	43.40	2.17	45.57
											45.57
582	Electricity	22/09/2026		NatWest Current Acc	SEP26DD24	Electricity	EDF Energy	L	58.25	2.91	61.16
											61.16
621	Hospitality	23/09/2026		CashPlus – Pre Paid	SEP26PP21	Milk	Iceland	Z	1.65		1.65
											1.65
624	Phone and Broadband	23/09/2026		CashPlus – Pre Paid	SEP26PP22	Broadband/Telephones	GiffGaff Ltd	S	6.67	1.33	8.00
											8.00
622	Fuel	23/09/2026		CashPlus – Pre Paid	SEP26PP23	Fuel	Tesco Petrol Filling Station	S	27.02	5.40	32.42
											32.42
623	Fuel	23/09/2026		CashPlus – Pre Paid	SEP26PP24	Fuel	Tesco Petrol Filling Station	S	144.77	28.95	173.72
											173.72
625	Advertising/Recruitment	24/09/2026		CashPlus – Pre Paid	SEP26PP25	Advertising	Stepstone Group UK Ltd (tr	S	69.00	13.80	82.80
											82.80
589	Advertising/Recruitment	24/09/2026		NatWest Current Acc	SEP26PY34	Advertising	Horticruitment	S	225.00	45.00	270.00
											270.00
586	Business Safe Subscription	24/09/2026		NatWest Current Acc	SEP26DD29	BusinessSafe	Peninsula	S	167.56	31.65	199.21
											199.21
587	Wellington Square/Monuments	28/09/2026		NatWest Current Acc	SEP26DD30	Electricity	British Gas	L	26.28	1.31	27.59
											27.59
594	Staff Training/Conferences	29/09/2026		NatWest Current Acc	SEP26PY40	Eye Test	MTC Employees	Z	20.00		20.00
											20.00
627	Hospitality	29/09/2026		CashPlus – Pre Paid	SEP26PP27	Milk	Iceland	Z	1.65		1.65
											1.65
588	Phone and Broadband	29/09/2026		NatWest Current Acc	SEP26DD31	Broadband/Telephones	South West Communicatio	S	381.07	76.22	457.29
588	Phone and Broadband	29/09/2026		NatWest Current Acc	SEP26DD31	Broadband/Telephones	South West Communicatio	S	41.67	8.33	50.00
											507.29
592	Equipment	29/09/2026		NatWest Current Acc	SEP26PY38	Equipment Servicing	Teleshore (UK) Ltd	S	303.75	60.75	364.50
											364.50
597	Grounds Maintenance	29/09/2026		NatWest Current Acc	SEP26PY43	Sundries- maintenance	CRS Building Supplies Ltd	S	6.40	1.28	7.68
											7.68
590	Vehicle Maintenance	29/09/2026		NatWest Current Acc	SEP26PY36	Vehicle Maintenance	AE Autos Ltd	S	109.00	21.80	130.80
											130.80
628	Fuel	29/09/2026		CashPlus – Pre Paid	SEP26PP28	Fuel	Tesco Petrol Filling Station	S	66.67	13.34	80.01
											80.01
596	Refuse and Recycling	29/09/2026		NatWest Current Acc	SEP26PY42	Waste Collection	ESH Commercials Ltd	S	705.00	141.00	846.00
596	Refuse and Recycling	29/09/2026		NatWest Current Acc	SEP26PY42	Waste Collection	ESH Commercials Ltd	S	103.75	20.75	124.50
											970.50

Minehead Town Council

05 October 2026 (2026 - 2027)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
591	Christmas	29/09/2026	2026/155i Sept 26 FC	NatWest Current Acc	SEP26PY37	Christmas Lights	Festive Lighting Co Ltd	S	5,403.51	1,080.70	6,484.21
											6,484.21
593	Seafront/Culvercliffe	29/09/2026		NatWest Current Acc	SEP26PY39	Equipment Servicing	PD Flagpole Consultant	Z	749.00		749.00
											749.00
626	General Maintenance	29/09/2026		CashPlus – Pre Paid	SEP26PP26	Sundries- maintenance	Proper Job	S	3.96	0.79	4.75
											4.75
595	Cleaning Materials	29/09/2026		NatWest Current Acc	SEP26PY41	Sundries-Cleaning	Initial Washroom Hygiene	S	194.28	38.86	233.14
											233.14
629	Advertising/Recruitment	30/09/2026		CashPlus – Pre Paid	SEP26PP29	Advertising	Facebook UK Ltd	Z	10.77		10.77
											10.77
598	Bank Charges	30/09/2026		NatWest Current Acc	SEP26DD32	Bank Admin Fee	NatWest Group PLC	E	35.00		35.00
											35.00
599	Audit Fees	30/09/2026		NatWest Current Acc	SEP26PY44	External Audit	PKF Littlejohn LLP	S	2,100.00	420.00	2,520.00
											2,520.00
600	Seafront/Culvercliffe	30/09/2026		NatWest Current Acc	SEP26PY45	Equipment Maintenance	PD Flagpole Consultant	Z	490.00		490.00
											490.00
Total									87,752.86	4,119.36	91,872.22

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 30/09/2026)

Governance & Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1033	Income Other		210.00	210.00				210.00 (N/A)
1050	VAT Refund							(N/A)
1176	Precept Received		1,092,511.00	1,092,511.00				,092,511.00 (N/A)
1190	Interest received	18,000.00	7,944.14	-10,055.86				-10,055.86 (-55%)
4000	Wages, NI and Pension				205,000.00	78,380.46	126,619.54	126,619.54 (61%)
4007	HR Support/EAP				630.00	266.40	363.60	363.60 (57%)
4008	Staff Training/Conferences				1,000.00	420.00	580.00	580.00 (58%)
4018	Hospitality				200.00	47.65	152.35	152.35 (76%)
4021	Stationery				750.00	298.86	451.14	451.14 (60%)
4022	Phone and Broadband				4,100.00	2,348.55	1,751.45	1,751.45 (42%)
4023	Subscriptions				19,173.00	11,217.24	7,955.76	7,955.76 (41%)
4025	Insurance				23,000.00	19,464.39	3,535.61	3,535.61 (15%)
4026	Website				1,700.00	291.93	1,408.07	1,408.07 (82%)
4027	Photocopier				1,000.00	442.92	557.08	557.08 (55%)
4030	Advertising/Recruitment				4,000.00	499.77	3,500.23	3,500.23 (87%)
4039	IT Support				2,700.00	1,275.00	1,425.00	1,425.00 (52%)
4040	Computer Equipment /Licences				2,000.00	1,002.14	997.86	997.86 (49%)
4042	Business Safe Subscription				2,235.00	1,321.36	913.64	913.64 (40%)
4050	Legal and Professional Fees				6,000.00	205.00	5,795.00	5,795.00 (96%)
4055	Bank Charges				570.00	210.00	360.00	360.00 (63%)
4057	Audit Fees				3,800.00	3,218.00	582.00	582.00 (15%)
SUB TOTAL		18,000.00	1,100,665.14	1,082,665.14	277,858.00	120,909.67	156,948.33	1,239,613.47 (418%)

Town Council Offices

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4325	Office Refit (EMR Linked)							(N/A)
4400	Cleaning and Windows				400.00	189.84	210.16	210.16 (52%)
4401	General Maintenance				1,500.00	3,409.75	-1,909.75	-1,909.75 (-127%)
4410	Buildings Insurance Contribution				600.00		600.00	600.00 (100%)
4411	Rates				6,078.00	3,645.50	2,432.50	2,432.50 (40%)
4412	Water				450.00	133.61	316.39	316.39 (70%)
4413	Electricity				2,700.00	1,085.48	1,614.52	1,614.52 (59%)
4425	Equipment Rental				262.00	119.82	142.18	142.18 (54%)
SUB TOTAL					11,990.00	8,584.00	3,406.00	3,406.00 (28%)

Depot Team

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4001	Wages, NI and Pension				380,000.00	157,571.27	222,428.73	222,428.73 (58%)
4011	Staff Training/Conferences				5,000.00		5,000.00	5,000.00 (100%)
4024	Phone and Broadband				1,440.00	248.37	1,191.63	1,191.63 (82%)
4407	Uniforms all clothing				2,000.00		2,000.00	2,000.00 (100%)
4418	Safety Equipment / Signs				2,000.00	553.19	1,446.81	1,446.81 (72%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 30/09/2026)

SUB TOTAL				390,440.00	158,372.83	232,067.17	232,067.17 (59%)
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Civic & Democratic

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4009	Mayor's Allowance				600.00		600.00	600.00 (100%)
4010	Civic Expenses				400.00		400.00	400.00 (100%)
4012	Members' Travel/Training/IT				8,700.00	286.67	8,413.33	8,413.33 (96%)
4014	Accessibility (Meetings)				500.00		500.00	500.00 (100%)
4059	Elections (EMR Linked)							(N/A)
4364	Hospitality Council				1,650.00	61.66	1,588.34	1,588.34 (96%)
SUB TOTAL					11,850.00	348.33	11,501.67	11,501.67 (97%)

Cemetery & Churchyard

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1020	Purchase Of Graves	5,200.00	1,824.00	-3,376.00				-3,376.00 (-64%)
1021	Burial Fees	8,200.00	3,264.00	-4,936.00				-4,936.00 (-60%)
1022	Interment of Ashes	4,000.00	2,660.00	-1,340.00				-1,340.00 (-33%)
1023	Memorials	5,000.00	2,484.00	-2,516.00				-2,516.00 (-50%)
4002	Wages, NI and Pension				40,500.00	19,330.31	21,169.69	21,169.69 (52%)
4101	Grounds Maintenance				3,000.00	25.00	2,975.00	2,975.00 (99%)
4326	Refuse and Recycling				900.00	345.00	555.00	555.00 (61%)
4406	Equipment				2,000.00	303.75	1,696.25	1,696.25 (84%)
4422	Rates				4,541.00	2,718.50	1,822.50	1,822.50 (40%)
4424	Bench Purchases							(N/A)
4428	Cemetery Land Purchase							(N/A)
4429	Water				250.00	57.54	192.46	192.46 (76%)
4439	Electricity				700.00	361.55	338.45	338.45 (48%)
SUB TOTAL		22,400.00	10,232.00	-12,168.00	51,891.00	23,141.65	28,749.35	16,581.35 (22%)

Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1030	Income Allotments	5,625.00	485.00	-5,140.00				-5,140.00 (-91%)
1258	Allotment Deposit/Creditors		300.00	300.00				300.00 (N/A)
4102	Grounds Maintenance				2,500.00	233.18	2,266.82	2,266.82 (90%)
4430	Water				3,000.00	185.11	2,814.89	2,814.89 (93%)
SUB TOTAL		5,625.00	785.00	-4,840.00	5,500.00	418.29	5,081.71	241.71 (2%)

Depots & Compound

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4106	New Depot monthly rent				9,060.00	4,530.00	4,530.00	4,530.00 (50%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 30/09/2026)

4334 Refuse and Recycling	15,000.00	9,844.00	5,156.00	5,156.00 (34%)
4415 General Maintenance	2,500.00	868.99	1,631.01	1,631.01 (65%)
4421 Cleaning Materials	300.00	98.52	201.48	201.48 (67%)
4423 Rates	7,786.00	4,271.47	3,514.53	3,514.53 (45%)
4431 Water	1,500.00	318.32	1,181.68	1,181.68 (78%)
4440 Electricity	4,200.00	1,449.34	2,750.66	2,750.66 (65%)
SUB TOTAL	40,346.00	21,380.64	18,965.36	18,965.36 (47%)

Vehicles, Plant & Equipment

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1004	Income - Other		776.25	776.25				776.25 (N/A)
1041	Insurance Claim pay out		11,054.16	11,054.16				11,054.16 (N/A)
4327	Equipment Maintenance				4,500.00	1,022.74	3,477.26	3,477.26 (77%)
4328	Equipment				7,500.00	1,197.34	6,302.66	6,302.66 (84%)
4329	Vehicle Maintenance				3,800.00	8,307.79	-4,507.79	-4,507.79 (-118%)
4330	Fuel				7,000.00	3,860.75	3,139.25	3,139.25 (44%)
4332	Road Tax				2,500.00	1,280.00	1,220.00	1,220.00 (48%)
4333	Lease of Tipper HW69 0JE				4,000.00	1,630.14	2,369.86	2,369.86 (59%)
4335	Lease of Vehicle BG21 DSX				4,750.00	2,010.94	2,739.06	2,739.06 (57%)
4337	Insurance claim purchases					7,087.94	-7,087.94	-7,087.94 (N/A)
4432	Vehicle Replacement (EMR Link				10,000.00	16,295.00	-6,295.00	-6,295.00 (-62%)
SUB TOTAL			11,830.41	11,830.41	44,050.00	42,692.64	1,357.36	13,187.77 (29%)

Community Centre

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1003	S106 Solar & Air Conditioning Pi		21,500.00	21,500.00				21,500.00 (N/A)
1032	IncomeMinehead Football Club	9,250.00	4,624.98	-4,625.02				-4,625.02 (-50%)
1036	Income Other		1,362.43	1,362.43				1,362.43 (N/A)
1037	Income Hall Hire	18,000.00	7,105.50	-10,894.50				-10,894.50 (-60%)
1072	Income Tennis Courts	500.00	654.08	154.08				154.08 (30%)
4003	Wages, NI and Pension				30,500.00	12,642.47	17,857.53	17,857.53 (58%)
4028	Phone and Broadband				1,300.00	665.64	634.36	634.36 (48%)
4031	Licences				750.00		750.00	750.00 (100%)
4082	Tennis Courts/MUGA/Gym				1,000.00		1,000.00	1,000.00 (100%)
4336	Refuse and Recycling				1,500.00	1,472.50	27.50	27.50 (1%)
4405	Cleaning and Windows				1,200.00	1,305.32	-105.32	-105.32 (-8%)
4416	General Maintenance				3,000.00	1,340.57	1,659.43	1,659.43 (55%)
4419	Gas				6,200.00	1,524.34	4,675.66	4,675.66 (75%)
4426	Rates				3,311.00	1,980.89	1,330.11	1,330.11 (40%)
4434	Water				3,000.00	706.32	2,293.68	2,293.68 (76%)
4441	Electricity				7,800.00	1,490.33	6,309.67	6,309.67 (80%)
4445	Equipment Rental				900.00	382.68	517.32	517.32 (57%)
4447	Equipment				500.00	579.31	-79.31	-79.31 (-15%)
4496	S106 Solar & Air Con project					22,981.02	-22,981.02	-22,981.02 (N/A)
SUB TOTAL		27,750.00	35,246.99	7,496.99	60,961.00	47,071.39	13,889.61	21,386.60 (24%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 30/09/2026)

Open Spaces & Recreation

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1031	Income Bowling Club	800.00	400.00	-400.00				-400.00 (-50%)
1034	Income Alcombe Football Club	1,200.00	308.34	-891.66				-891.66 (-74%)
1035	Income Commemorative benches		1,500.00	1,500.00				1,500.00 (N/A)
1038	Income Other	40,000.00	8,860.52	-31,139.48				-31,139.48 (-77%)
1051	Alcombe Common Grant	15,963.00		-15,963.00				-15,963.00 (-100%)
1082	Property Rental in	30,000.00	16,100.00	-13,900.00				-13,900.00 (-46%)
4100	Playgrounds Maintenance				5,000.00	1,654.27	3,345.73	3,345.73 (66%)
4209	Tree Works				10,000.00	1,375.00	8,625.00	8,625.00 (86%)
4351	Alcombe Common Grant				15,963.00	1,360.00	14,603.00	14,603.00 (91%)
4358	Weed Removal				14,000.00	3,340.00	10,660.00	10,660.00 (76%)
4382	Town Security				7,000.00		7,000.00	7,000.00 (100%)
4402	Blenheim Gardens				18,000.00	741.62	17,258.38	17,258.38 (95%)
4404	Seafront/Culvercliffe				10,000.00	5,720.65	4,279.35	4,279.35 (42%)
4408	The Parks				10,000.00	239.86	9,760.14	9,760.14 (97%)
4409	Car Parks				10,000.00	3,935.49	6,064.51	6,064.51 (60%)
4417	General Maintenance				5,500.00	5,203.19	296.81	296.81 (5%)
4435	Water				1,000.00	104.04	895.96	895.96 (89%)
4437	Tree Replacement Fund (Ave) (£)							(N/A)
4442	Electricity				4,000.00	2,452.38	1,547.62	1,547.62 (38%)
4449	Bench Purchases					738.92	-738.92	-738.92 (N/A)
SUB TOTAL		87,963.00	27,168.86	-60,794.14	110,463.00	26,865.42	83,597.58	22,803.44 (11%)

Community Services & Suppo

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1039	Income Other							(N/A)
4004	Wages, NI and Pension							(N/A)
4020	Health & Wellbeing Youth Worker				13,000.00	13,000.00		(0%)
4075	Community Grants				5,000.00	500.00	4,500.00	4,500.00 (90%)
4356	Local Bus Service (EMR Linked)							(N/A)
4360	Youth Club				6,000.00	6,000.00		(0%)
4362	Christmas				25,000.00	10,807.02	14,192.98	14,192.98 (56%)
4363	Town Entertainments				10,750.00	7,979.57	2,770.43	2,770.43 (25%)
4381	Citizens Advice Support				5,000.00		5,000.00	5,000.00 (100%)
4495	Tourism				2,500.00		2,500.00	2,500.00 (100%)
SUB TOTAL					67,250.00	38,286.59	28,963.41	28,963.41 (43%)

Town Centre Maintenance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4105	Wellington Square/Monuments (				5,000.00	439.16	4,560.84	4,560.84 (91%)
4361	Floral Displays				11,000.00	7,610.99	3,389.01	3,389.01 (30%)
4369	Britain In Bloom/Green Flag				500.00	197.70	302.30	302.30 (60%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 30/09/2026)

SUB TOTAL

16,500.00 8,247.85 8,252.15 8,252.15 (50%)

Public Toilets

Receipts

Payments

Net Position

Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1040	Income Other		154.76	154.76				154.76 (N/A)
4005	Wages, NI and Pension				40,500.00	18,666.23	21,833.77	21,833.77 (53%)
4414	Blen Grdns new wcs (EMR Link					1,045.00	-1,045.00	-1,045.00 (N/A)
4420	General Maintenance				9,000.00	6,139.04	2,860.96	2,860.96 (31%)
4436	Public Toilet Improvements (EM				75,000.00		75,000.00	75,000.00 (100%)
4438	Water				12,000.00	2,926.15	9,073.85	9,073.85 (75%)
4443	Electricity				5,500.00	1,644.96	3,855.04	3,855.04 (70%)
4446	Equipment Rental				9,750.00	5,008.97	4,741.03	4,741.03 (48%)
4448	Equipment				2,500.00	648.00	1,852.00	1,852.00 (74%)
4450	Cleaning Materials				3,200.00	1,658.31	1,541.69	1,541.69 (48%)
SUB TOTAL			154.76	154.76	157,450.00	37,736.66	119,713.34	119,868.10 (76%)

Summary

NET TOTAL	161,738.00	1,186,083.16	1,024,345.16	1,246,549.00	534,055.96	712,493.04	1,736,838.20
V.A.T.		32,867.49			32,372.31		
GROSS TOTAL		1,218,950.65			566,428.27		

Minehead Town Council

05 October 2026 (2026 - 2027)

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
178	Income Tennis Courts	01/09/2026		NatWest Current Acc	SEP26COM1	Tennis Court Hire		E	3.63		3.63
											3.63
200	Income Hall Hire	01/09/2026		NatWest Current Acc	SEP26COM12	Community Centre Classes		E	80.00		80.00
											80.00
179	Income Hall Hire	01/09/2026		NatWest Current Acc	SEP26COM2	Community Centre Classes		E	80.00		80.00
											80.00
189	Income Hall Hire	01/09/2026		NatWest Current Acc	SEP26COM12	Community Centre Classes		E	80.00		80.00
											80.00
180	Income Hall Hire	02/09/2026		NatWest Current Acc	SEP26COM3	Community Centre Classes		E	30.00		30.00
											30.00
181	Income Hall Hire	02/09/2026		NatWest Current Acc	SEP26COM4	Community Centre Classes		E	168.00		168.00
											168.00
182	Income Tennis Courts	03/09/2026		NatWest Current Acc	SEP26COM5	Tennis Court Hire		E	7.26		7.26
											7.26
183	Income Tennis Courts	04/09/2026		NatWest Current Acc	SEP26COM6	Tennis Court Hire		E	3.63		3.63
											3.63
184	Income Tennis Courts	07/09/2026		NatWest Current Acc	SEP26COM7	Tennis Court Hire		E	7.26		7.26
											7.26
185	Income Tennis Courts	08/09/2026		NatWest Current Acc	SEP26COM8	Tennis		E	3.63		3.63
											3.63
186	Precept Received	08/09/2026		NatWest Current Acc	SEP26OTH9	Precept -2nd half		X	546,255.50		546,255.50
											546,255.50
188	Income Other	10/09/2026		NatWest Current Acc	SEP26COM11	Electricity		Z	83.67		83.67
											83.67
187	Income Tennis Courts	10/09/2026		NatWest Current Acc	SEP26COM10	Tennis Court Hire		E	7.26		7.26
											7.26
190	Interment of Ashes	11/09/2026		NatWest Current Acc	SEP26FU13	Funeral Payment		E	440.00		440.00
											440.00
191	IncomeMinehead Football Club	14/09/2026		NatWest Current Acc	SEP26AFC14	Rental of Community Centre &		E	770.83		770.83
											770.83
192	Purchase Of Graves	18/09/2026		NatWest Current Acc	SEP26FU15	Funeral Payment		E	474.00		474.00
192	Burial Fees	18/09/2026		NatWest Current Acc	SEP26FU15	Funeral Payment		E	639.00		639.00
											1,113.00
193	Income Tennis Courts	22/09/2026		NatWest Current Acc	SEP26COM16	Tennis		E	15.04		15.04
											15.04
194	Income Tennis Courts	24/09/2026		NatWest Current Acc	SEP26COM17	Tennis		E	3.63		3.63
											3.63
195	Property Rental in	24/09/2026		NatWest Current Acc	SEP26OTH18	Rental of Property - Warren Ro		E	1,000.00		1,000.00
											1,000.00

Minehead Town Council

05 October 2026 (2026 - 2027)

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
196	Income Hall Hire	25/09/2026		NatWest Current Acc	SEP26COM19	Community Centre Classes		E	30.00		30.00
196	Income Hall Hire	25/09/2026		NatWest Current Acc	SEP26COM19	Community Centre Classes		E	45.00		45.00
196	Income Hall Hire	25/09/2026		NatWest Current Acc	SEP26COM19	Community Centre Classes		E	112.50		112.50
											187.50
197	Income Hall Hire	29/09/2026		NatWest Current Acc	SEP26COM20	Community Centre Classes		E	45.00		45.00
197	Income Hall Hire	29/09/2026		NatWest Current Acc	SEP26COM20	Community Centre Classes		E	30.00		30.00
197	Income Hall Hire	29/09/2026		NatWest Current Acc	SEP26COM20	Community Centre Classes		E	112.50		112.50
											187.50
211	Income Allotments	30/09/2026		NatWest Current Acc	SEP26ALT32	Allotment		E	45.00		45.00
											45.00
209	Income Allotments	30/09/2026		NatWest Current Acc	SEP26ALT30	Allotment		E	45.00		45.00
											45.00
208	Income Allotments	30/09/2026		NatWest Current Acc	SEP26ALT30	Allotment		E	45.00		45.00
											45.00
207	Income Allotments	30/09/2026		NatWest Current Acc	SEP26ALT29	Allotment		E	45.00		45.00
											45.00
206	Income Allotments	30/09/2026		NatWest Current Acc	SEP26ALT28	Allotment		E	45.00		45.00
											45.00
205	Income Allotments	30/09/2026		NatWest Current Acc	SEP26ALT27	Allotment		E	45.00		45.00
											45.00
204	Income Allotments	30/09/2026		NatWest Current Acc	SEP26ALT26	Allotment		E	45.00		45.00
											45.00
201	Income Allotments	30/09/2026		NatWest Current Acc	SEP26ALT23	Allotment		E	45.00		45.00
											45.00
202	Income Hall Hire	30/09/2026		NatWest Current Acc	SEP26COM24	Community Centre Classes		E	30.00		30.00
											30.00
199	Income Hall Hire	30/09/2026		NatWest Current Acc	SEP26COM22	Community Centre Classes		E	255.00		255.00
											255.00
210	Income Hall Hire	30/09/2026		NatWest Current Acc	SEP26COM31	Community Centre Classes		E	144.00		144.00
											144.00
203	Income Hall Hire	30/09/2026		NatWest Current Acc	SEP26COM25	Community Centre Classes		E	80.00		80.00
											80.00
212	Income Hall Hire	30/09/2026		NatWest Current Acc	SEP26COM33	Community Centre Classes		E	40.00		40.00
											40.00
198	Income Bowling Club	30/09/2026		NatWest Current Acc	SEP26OTH21	Lease of ground - Bowling Club		E	200.00		200.00
											200.00
Total									551,636.34		551,636.34

Minehead Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/09/2026		
	Cash in Hand 01/04/2026		1,236,567.11
	ADD Receipts 01/04/2026 - 30/09/2026		1,220,562.37
	SUBTRACT Payments 01/04/2026 - 30/09/2026		2,457,129.48 567,885.50
	Cash in Hand 30/09/2026 (per Cash Book)		1,889,243.98
B	Cash in hand per Bank Statements		
	Petty Cash 30/09/2026	0.00	
	NatWest Current Account 30/09/2026	895,164.18	
	NatWest Liquidity Manager Accoun 30/09/2026	388,231.64	
	CCLA Investments 30/09/2026	306,302.59	
	CashPlus – Pre Paid Card 30/09/2026	646.54	
	Hinckley & Rugby EMR Account 30/09/2026	298,899.03	
			1,889,243.98
	Less unrepresented payments		1,889,243.98
	Plus unrepresented receipts		
	Adjusted Bank Balance		1,889,243.98
	A = B Checks out OK		

Quarterly Financial Report – Half-Year 2026/27 (1st April– 30th Sept inclusive)

Introduction

The half-year review of the Council's cost centres shows that overall expenditure is generally progressing as expected. Cost Code budgets remain around just below or just above 50% spend at the six-month point, which reflects seasonal spending patterns, front loaded payments due at the beginning of the financial year and planned projects due later in the financial year.

This report covers the number of cost codes that either exceeded or are below the 15% leeway of their annual budget at this stage of the year.

This report should be read in conjunction with the Summary of Receipts & Payments 01.04.2026-30.09.2026 provided.

Income – over 65% or under 35% at the end of September 2026.

Governance & Administration

- 1176 Precept Received 100% – The second & final part of the 2026-2027 has been received in September 2026

Cemetery & Churchyard – income ahead of profile

- 1022 Interment of Ashes 66% received A greater than anticipated demand for ashes interments.

Other income streams generated by the Cemetery hover around 50% at this half way mark.

Allotments

- 1030 Allotments Income –9% received at the end of September. The annual rent letters have been raised in October for payment on the 1st of November. Payments have started to come in during October, and this cost code will be nearer to near 100% by the next report.

Vehicle, Plant & Equipment

- 1004 Income Other – Balance of £776.25 due to the sale of the old van and the refund of its road tax.
- 1041 Insurance Claim pay out £11054.16 – Insurance funds for replacing the cemetery equipment and stolen trailer.

Community Centre

- 1003 S106 Solar & Air Conditioning grant £21500.00. Used for the purchase & installation of solar panels & air conditioning at the Community Centre in April 2026.
- 1036 Income Other £1362.43 Refund of electricity payments from Scottish Power.
- 1072 Income Tennis Courts 70% received - An increase in the number of people using the tennis courts over the summer.

Open Spaces & Recreation

- 1038 Income – Other 22% received Payments received to date include;
- Rental of land for the ESF football, netball & rugby events April 2026 £1320.00
- Lease of land for the Bratton Stream water level gauge to Environment Agency £259.53
- Inspection of Teal Road, Plover Close & Rainbow Way areas for Somerset Council £3987.32
- Grass verge mowing & spraying Station car park for Somerset Council £3210.00

The shortfall is due to Minehead Town Council not receiving any car parking revenue from Somerset Council for Alexandra Road & North Road car parks.

- 1034 Income – Alcombe FC –26% received. The quarter 1 invoice covering April-June 2026 inclusive has been paid late Oct 2026. This payment will bring the half yearly percentage within the 50% mark. Alcombe Rovers are trying to join the Sunday league but may fold in January 2027. Their situation is to be monitored.

Public Toilets

1040 Income – Other – £238.43 Quarterly contributions from National Coastwatch Institute for their share of electricity from Warren Road wcs to supply their seafront observation cabin.

Expenditure – over 65% or under 35% at the end of September 2026

Governance & Administration

- 4025 Insurance –85% spent. Premium paid annually at start of year for all assets. A small budget left to cover any other assets acquired through the year.
- 4026 Website – 18% spent. Includes website accessibility costs. This cost code also includes £1000 for updating the website through the rest of the year.

- 4030 Advertising/Recruitment 13% spent. This budget was increased this year to cover the recruitment of an Admin Assistant & a Head of Amenities & Assets. The budget amount contains funds to pay for advertising in national newspapers. This option wasn't taken up, so this cost code will remain underspent.
- 4050 Legal and Professional Fees – 4% spent. Funds transferred from 2024-2025 & 2025-26 budgets to cover continued devolution asset legal work through 2026-2027 financial year..
- 4057 Audit Fees – 85% spent on external audit for financial year 2025-2026 and year-end costs. Still leaves enough budget for the interim internal audit in October.

Town Council Offices

- 4325 Office Purchase/Refit – £2988.75 spent. No cost code budget set as large costs associated with the building are covered by Ear Marked Reserve transfer.
- 4401 General Maintenance – 29% spent. Covers generally small wear & tear projects. Any shortfall could be used as a contingency for the refit.
- 4410 Buildings Insurance Contribution 0% spent. Payment of Council's contribution for buildings insurance is due within quarter 3.
- 4412 Water – 30% spent. Lower than expected usage.

Depot Team

- 4011 Staff Training – 0% spent. Hydraulic Shoring refresher training takes place in quarter 3. Other refresher training is due in quarter 4.
- 4024 Phone & Broadband 12% spent. Budget includes funds to cover employee own mobile phone usage for the maintenance task programme Civicy.
- 4407 Uniforms all clothing – 0% spent. Budget to be spent later in the year.
- 4418 Safety Equipment/Signs 28% spent. Budget to be spent later in the year.

Civic & Democratic

- 4009 Mayor's Allowance 0% spent. Budget to be spent later in the year
- 4010 Civic Expenses 0% spent. Budget to be spent later in the year on poppy wreaths, street decorations and other enhancements
- 4012 Members' travel/training/IT 4% spent. Budget includes funds to purchase council work laptops for loan to councillors. £500 per laptop limit set.
- 4014 Accessibility – 0% spent. Cost code set aside for any accessibility requests..
- 4364 Hospitality Council 4% spent. Includes £1500 for a twinning event. This event isn't taking place until Autumn 2027, so the funds will be transferred into the 2027/2028 financial year.

Cemetery & Churchyard

- 4101 Grounds Maintenance – 1% spent. Budget to be spent later in the year on memorial stone testing.
- 4406 Equipment – 16% spent. Budget to be spent later in the year.

- 4429 Water – 24% spent. Summer usage invoice is expected in October, and this cost centre should then even up.

Allotments

- 4102 Grounds Maintenance – 10% spent. Budget to be spent later in the year.
- 4430 Water – 7% spent. Summer usage invoices are expected in October, which will use up most of this budget.

Depots & Compound

- Refuse & Recycling 66% spent. This cost is slightly above the 15% leeway. This should even out over the Winter months.
- 4431 Water – 22% spent. Lower than expected usage.

Vehicles, Plant & Equipment

- 4327 Equipment Maintenance - 23% spent. Budget to be spent later in the year.
- 4328 Equipment. – 16% spent. Budget to be spent later in the year.
- 4329 Vehicle Maintenance – 118% spent. Unpredicted problems with the two Goupil electric vehicles have overspent this cost code.
- 4432 Vehicle Replacement – 62% overspend. Purchase of Suzuki vehicle to replace the unrepairable van.

Community Centre

- 4031 Licences – 0% spent. Budget to be spent later in the year on the music royalties fee for providing public music in classes.
- Tennis Courts/MUGA/Gym - 0% spent. Budget to cover any repairs to these areas.
- 4336 Refuse & Recycling - 99% spent, Increase in charges & the addition of food waste collections.
- 4419 Gas – 25% spent. Less usage as hot summer. Will even out through the winter
- 4434 Water. 24% spent. Percentage will increase as football season continues.
- 4441 Electricity 20% spent. Less usage as summertime.
- 4405 Cleaning & Windows- 95% spent. Addition of cleaning the solar panels since their installation. unbudgeted for.

Open Spaces & Recreation

- 4209 Tree Works – 14% spent. Extensive works to take place during the dormant season Oct – March inc.
- 4351 Alcombe Common Grant – 9% spent. Further works to take place later in the year.
- 4358 Weed Removal – 24% spent. Second & third sprays to take place later in the year.

- 4382 Town Security – 0% spent. Budget set aside in 2026-2027 for possible investment in town CCTV.
- 4402 Blenheim Gardens – 5% spent. Path repairs took place in October; this will even up this cost code.
- 4408 The Parks – 3% spent. Path repairs took place in October; this will even up this cost code.
- 4417 General Maintenance - 98% spent. Spend mainly on new tree seats for The Parade.
- 4435 Water – 11% spent. Summer invoice coming in October & should use up most of this budget.

Community Services & Support

- Community Grants – 10% spent.
- Town Entertainments – 75% spent. Spring & Summer events paid for earlier in the year. Remaining budget will pay for the EAT festivals in 2027.
- 4381 Citizens Advice Support – 0% spent. Citizens Advice West Somerset ceased trading earlier in the year. This budget will not be spent.
- 4495 Tourism- 0% spent. This cost code was set aside to help with a tourist leaflet project or something similar.

Town Centre Maintenance

- 4105 Wellington Square –9% spent. This cost code covers the day to day costs of Wellington Square with any surplus going into the Monuments earmarked reserve to fund future Queen Anne statue repairs, canopy clean & other repairs to the towns monuments & memorials.
- 4361 Floral Displays ~70% spent. Summer bedding has been paid for earlier in the year. The remaining budget will cover the autumn/winter display plants.

Public Toilets

- 4414 Blenheim Gardens new wcs - £1045.00 spent on planning permissions associated with this new wc build project. Funded from the toilets EMR.
- 4420 General Maintenance - 69% spent on new steel door at Warren Road wcs, lock repairs & a refresh paint at Summerland wcs & Blenheim Gardens wcs.
- 4438 Water – 25% spent. Summer invoices to come in October.
- 4443 Electricity – 30% spent. Less electricity required in summer, should even out over the winter.
- 4448 Equipment – 26% spent. To be used later in the year to purchase a new floor cleaner.

Summary

Overall, the 2026-2027 budget remains on course to come in on budget for this financial year.

Some areas will have overspends. Vehicle maintenance, Refuse & Recycling. These are due to unforeseen circumstances, rising costs and additional services being added to the budget. The overspends are expected to be offset by underspends in other areas and income generated by some of our assets.

The focus remains on monitoring budget management and transparent reporting to ensure the best use of public funds.

Jo Chapman

Deputy Clerk & RFO

20.10.2026

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 30/09/2026)

Governance & Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1033	Income Other		210.00	210.00				210.00 (N/A)
1050	VAT Refund							(N/A)
1176	Precept Received		1,092,511.00	1,092,511.00				,092,511.00 (N/A)
1190	Interest received	18,000.00	9,635.86	-8,364.14				-8,364.14 (-46%)
4000	Wages, NI and Pension				205,000.00	78,380.46	126,619.54	126,619.54 (61%)
4007	HR Support/EAP				630.00	266.40	363.60	363.60 (57%)
4008	Staff Training/Conferences				1,000.00	420.00	580.00	580.00 (58%)
4018	Hospitality				200.00	47.65	152.35	152.35 (76%)
4021	Stationery				750.00	298.86	451.14	451.14 (60%)
4022	Phone and Broadband				4,100.00	2,348.55	1,751.45	1,751.45 (42%)
4023	Subscriptions				19,173.00	11,217.24	7,955.76	7,955.76 (41%)
4025	Insurance				23,000.00	19,464.39	3,535.61	3,535.61 (15%)
4026	Website				1,700.00	291.93	1,408.07	1,408.07 (82%)
4027	Photocopier				1,000.00	442.92	557.08	557.08 (55%)
4030	Advertising/Recruitment				4,000.00	493.00	3,507.00	3,507.00 (87%)
4039	IT Support				2,700.00	1,275.00	1,425.00	1,425.00 (52%)
4040	Computer Equipment /Licences				2,000.00	1,002.14	997.86	997.86 (49%)
4042	Business Safe Subscription				2,235.00	1,321.36	913.64	913.64 (40%)
4050	Legal and Professional Fees				6,000.00	205.00	5,795.00	5,795.00 (96%)
4055	Bank Charges				570.00	210.00	360.00	360.00 (63%)
4057	Audit Fees				3,800.00	3,218.00	582.00	582.00 (15%)
SUB TOTAL		18,000.00	1,102,356.86	1,084,356.86	277,858.00	120,902.90	156,955.10	1,241,311.96 (419%)

Town Council Offices

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4325	Office Refit (EMR Linked)					2,988.75	-2,988.75	-2,988.75 (N/A)
4400	Cleaning and Windows				400.00	189.84	210.16	210.16 (52%)
4401	General Maintenance				1,500.00	421.00	1,079.00	1,079.00 (71%)
4410	Buildings Insurance Contribution				600.00		600.00	600.00 (100%)
4411	Rates				6,078.00	3,645.50	2,432.50	2,432.50 (40%)
4412	Water				450.00	133.61	316.39	316.39 (70%)
4413	Electricity				2,700.00	1,085.48	1,614.52	1,614.52 (59%)
4425	Equipment Rental				262.00	119.82	142.18	142.18 (54%)
SUB TOTAL					11,990.00	8,584.00	3,406.00	3,406.00 (28%)

Depot Team

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4001	Wages, NI and Pension				380,000.00	157,571.27	222,428.73	222,428.73 (58%)
4011	Staff Training/Conferences				5,000.00		5,000.00	5,000.00 (100%)
4024	Phone and Broadband				1,440.00	248.37	1,191.63	1,191.63 (82%)
4407	Uniforms all clothing				2,000.00		2,000.00	2,000.00 (100%)
4418	Safety Equipment / Signs				2,000.00	553.19	1,446.81	1,446.81 (72%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 30/09/2026)

SUB TOTAL				390,440.00	158,372.83	232,067.17	232,067.17 (59%)
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Civic & Democratic

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4009	Mayor's Allowance				600.00		600.00	600.00 (100%)
4010	Civic Expenses				400.00		400.00	400.00 (100%)
4012	Members' Travel/Training/IT				8,700.00	286.67	8,413.33	8,413.33 (96%)
4014	Accessibility (Meetings)				500.00		500.00	500.00 (100%)
4059	Elections (EMR Linked)							(N/A)
4364	Hospitality Council				1,650.00	61.66	1,588.34	1,588.34 (96%)
SUB TOTAL					11,850.00	348.33	11,501.67	11,501.67 (97%)

Cemetery & Churchyard

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1020	Purchase Of Graves	5,200.00	1,824.00	-3,376.00				-3,376.00 (-64%)
1021	Burial Fees	8,200.00	3,264.00	-4,936.00				-4,936.00 (-60%)
1022	Interment of Ashes	4,000.00	2,660.00	-1,340.00				-1,340.00 (-33%)
1023	Memorials	5,000.00	2,484.00	-2,516.00				-2,516.00 (-50%)
4002	Wages, NI and Pension				40,500.00	19,330.31	21,169.69	21,169.69 (52%)
4101	Grounds Maintenance				3,000.00	25.00	2,975.00	2,975.00 (99%)
4326	Refuse and Recycling				900.00	345.00	555.00	555.00 (61%)
4406	Equipment				2,000.00	303.75	1,696.25	1,696.25 (84%)
4422	Rates				4,541.00	2,718.50	1,822.50	1,822.50 (40%)
4424	Bench Purchases							(N/A)
4428	Cemetery Land Purchase							(N/A)
4429	Water				250.00	57.54	192.46	192.46 (76%)
4439	Electricity				700.00	361.55	338.45	338.45 (48%)
SUB TOTAL		22,400.00	10,232.00	-12,168.00	51,891.00	23,141.65	28,749.35	16,581.35 (22%)

Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1030	Income Allotments	5,625.00	485.00	-5,140.00				-5,140.00 (-91%)
1258	Allotment Deposit/Creditors		300.00	300.00				300.00 (N/A)
4102	Grounds Maintenance				2,500.00	233.18	2,266.82	2,266.82 (90%)
4430	Water				3,000.00	185.11	2,814.89	2,814.89 (93%)
SUB TOTAL		5,625.00	785.00	-4,840.00	5,500.00	418.29	5,081.71	241.71 (2%)

Depots & Compound

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4106	New Depot monthly rent				9,060.00	4,530.00	4,530.00	4,530.00 (50%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 30/09/2026)

4334 Refuse and Recycling	15,000.00	9,844.00	5,156.00	5,156.00 (34%)
4415 General Maintenance	2,500.00	868.99	1,631.01	1,631.01 (65%)
4421 Cleaning Materials	300.00	98.52	201.48	201.48 (67%)
4423 Rates	7,786.00	4,271.47	3,514.53	3,514.53 (45%)
4431 Water	1,500.00	318.32	1,181.68	1,181.68 (78%)
4440 Electricity	4,200.00	1,672.20	2,527.80	2,527.80 (60%)
SUB TOTAL	40,346.00	21,603.50	18,742.50	18,742.50 (46%)

Vehicles, Plant & Equipment

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1004	Income - Other		776.25	776.25				776.25 (N/A)
1041	Insurance Claim pay out		11,054.16	11,054.16				11,054.16 (N/A)
4327	Equipment Maintenance				4,500.00	1,022.74	3,477.26	3,477.26 (77%)
4328	Equipment				7,500.00	1,197.34	6,302.66	6,302.66 (84%)
4329	Vehicle Maintenance				3,800.00	8,307.79	-4,507.79	-4,507.79 (-118%)
4330	Fuel				7,000.00	3,860.75	3,139.25	3,139.25 (44%)
4332	Road Tax				2,500.00	1,280.00	1,220.00	1,220.00 (48%)
4333	Lease of Tipper HW69 0JE				4,000.00	1,630.14	2,369.86	2,369.86 (59%)
4335	Lease of Vehicle BG21 DSX				4,750.00	2,010.94	2,739.06	2,739.06 (57%)
4337	Insurance claim purchases					8,112.94	-8,112.94	-8,112.94 (N/A)
4432	Vehicle Replacement (EMR Link				10,000.00	16,295.00	-6,295.00	-6,295.00 (-62%)
SUB TOTAL			11,830.41	11,830.41	44,050.00	43,717.64	332.36	12,162.77 (27%)

Community Centre

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1003	S106 Solar & Air Conditioning Pi		21,500.00	21,500.00				21,500.00 (N/A)
1032	IncomeMinehead Football Club	9,250.00	4,624.98	-4,625.02				-4,625.02 (-50%)
1036	Income Other		1,362.43	1,362.43				1,362.43 (N/A)
1037	Income Hall Hire	18,000.00	7,025.50	-10,974.50				-10,974.50 (-60%)
1072	Income Tennis Courts	500.00	654.08	154.08				154.08 (30%)
4003	Wages, NI and Pension				30,500.00	12,642.47	17,857.53	17,857.53 (58%)
4028	Phone and Broadband				1,300.00	665.64	634.36	634.36 (48%)
4031	Licences				750.00		750.00	750.00 (100%)
4082	Tennis Courts/MUGA/Gym				1,000.00		1,000.00	1,000.00 (100%)
4336	Refuse and Recycling				1,500.00	1,472.50	27.50	27.50 (1%)
4405	Cleaning and Windows				1,200.00	1,128.82	71.18	71.18 (5%)
4416	General Maintenance				3,000.00	1,636.88	1,363.12	1,363.12 (45%)
4419	Gas				6,200.00	1,524.34	4,675.66	4,675.66 (75%)
4426	Rates				3,311.00	1,980.89	1,330.11	1,330.11 (40%)
4434	Water				3,000.00	706.32	2,293.68	2,293.68 (76%)
4441	Electricity				7,800.00	1,490.33	6,309.67	6,309.67 (80%)
4445	Equipment Rental				900.00	382.68	517.32	517.32 (57%)
4447	Equipment				500.00	283.00	217.00	217.00 (43%)
4496	S106 Solar & Air Con project					22,981.02	-22,981.02	-22,981.02 (N/A)
SUB TOTAL		27,750.00	35,166.99	7,416.99	60,961.00	46,894.89	14,066.11	21,483.10 (24%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 30/09/2026)

Open Spaces & Recreation

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1031	Income Bowling Club	800.00	400.00	-400.00				-400.00 (-50%)
1034	Income Alcombe Football Club	1,200.00	308.34	-891.66				-891.66 (-74%)
1035	Income Commemorative benches		1,500.00	1,500.00				1,500.00 (N/A)
1038	Income Other	40,000.00	8,776.85	-31,223.15				-31,223.15 (-78%)
1051	Alcombe Common Grant	15,963.00		-15,963.00				-15,963.00 (-100%)
1082	Property Rental in	30,000.00	16,100.00	-13,900.00				-13,900.00 (-46%)
4100	Playgrounds Maintenance				5,000.00	1,654.27	3,345.73	3,345.73 (66%)
4209	Tree Works				10,000.00	1,375.00	8,625.00	8,625.00 (86%)
4351	Alcombe Common Grant				15,963.00	1,360.00	14,603.00	14,603.00 (91%)
4358	Weed Removal				14,000.00	3,340.00	10,660.00	10,660.00 (76%)
4382	Town Security				7,000.00		7,000.00	7,000.00 (100%)
4402	Blenheim Gardens				18,000.00	741.62	17,258.38	17,258.38 (95%)
4404	Seafront/Culvercliffe				10,000.00	5,720.65	4,279.35	4,279.35 (42%)
4408	The Parks				10,000.00	239.86	9,760.14	9,760.14 (97%)
4409	Car Parks				10,000.00	3,935.49	6,064.51	6,064.51 (60%)
4417	General Maintenance				5,500.00	5,379.69	120.31	120.31 (2%)
4435	Water				1,000.00	104.04	895.96	895.96 (89%)
4437	Tree Replacement Fund (Ave) (£)							(N/A)
4442	Electricity				4,000.00	2,452.38	1,547.62	1,547.62 (38%)
4449	Bench Purchases					738.92	-738.92	-738.92 (N/A)
SUB TOTAL		87,963.00	27,085.19	-60,877.81	110,463.00	27,041.92	83,421.08	22,543.27 (11%)

Community Services & Suppo

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1039	Income Other							(N/A)
4004	Wages, NI and Pension							(N/A)
4020	Health & Wellbeing Youth Worker				13,000.00	13,000.00		(0%)
4075	Community Grants				5,000.00	500.00	4,500.00	4,500.00 (90%)
4356	Local Bus Service (EMR Linked)							(N/A)
4360	Youth Club				6,000.00	6,000.00		(0%)
4362	Christmas				25,000.00	10,807.02	14,192.98	14,192.98 (56%)
4363	Town Entertainments				10,750.00	7,979.57	2,770.43	2,770.43 (25%)
4381	Citizens Advice Support				5,000.00		5,000.00	5,000.00 (100%)
4495	Tourism				2,500.00		2,500.00	2,500.00 (100%)
SUB TOTAL					67,250.00	38,286.59	28,963.41	28,963.41 (43%)

Town Centre Maintenance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4105	Wellington Square/Monuments (				5,000.00	439.16	4,560.84	4,560.84 (91%)
4361	Floral Displays				11,000.00	7,610.99	3,389.01	3,389.01 (30%)
4369	Britain In Bloom/Green Flag				500.00	197.70	302.30	302.30 (60%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 30/09/2026)

SUB TOTAL				16,500.00	8,247.85	8,252.15	8,252.15 (50%)
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Public Toilets

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1040	Income Other		238.43	238.43				238.43 (N/A)
4005	Wages, NI and Pension				40,500.00	18,666.23	21,833.77	21,833.77 (53%)
4414	Blen Grdns new wcs (EMR Link					1,045.00	-1,045.00	-1,045.00 (N/A)
4420	General Maintenance				9,000.00	6,139.04	2,860.96	2,860.96 (31%)
4436	Public Toilet Improvements (EM				75,000.00		75,000.00	75,000.00 (100%)
4438	Water				12,000.00	2,903.95	9,096.05	9,096.05 (75%)
4443	Electricity				5,500.00	1,644.96	3,855.04	3,855.04 (70%)
4446	Equipment Rental				9,750.00	5,008.97	4,741.03	4,741.03 (48%)
4448	Equipment				2,500.00	648.00	1,852.00	1,852.00 (74%)
4450	Cleaning Materials				3,200.00	1,658.31	1,541.69	1,541.69 (48%)
SUB TOTAL			238.43	238.43	157,450.00	37,714.46	119,735.54	119,973.97 (76%)

Summary

NET TOTAL	161,738.00	1,187,694.88	1,025,956.88	1,246,549.00	535,274.85	711,274.15	1,737,231.03
V.A.T.		32,867.49			32,610.65		
GROSS TOTAL		1,220,562.37			567,885.50		



Item 11. Six-Month Review of Standing Orders, Financial Regulations and Scheme of Delegation

Background

In April 2026, the Council adopted updated Standing Orders and Financial Regulations based on the latest NALC model documents, together with a formal Scheme of Delegation for the first time.

The principal change was an increase in delegated authority to officers and committees. Prior to adoption, many routine operational decisions, including relatively low-value expenditure and unavoidable compliance costs, required approval by committee or Full Council.

As the Council's responsibilities and asset portfolio have grown through the devolution of open spaces and other assets, these arrangements were increasingly causing delays and placing unnecessary operational matters before members. Inflation also meant that historic delegation limits no longer reflected the practical cost of delivering services.

The revised arrangements were introduced to:

- Improve operational efficiency.
- Reduce delays in service delivery.
- Ensure decisions are taken at the appropriate level.
- Strengthen accountability through clearly defined delegated powers.
- Enable members to devote more time to strategic matters.

The Financial Regulations were also amended to allow invoices to be settled without further approval where expenditure had already been authorised and the invoice matched the approved quotation or contract value. This reduced duplication whilst maintaining financial controls. MTC's current Standing Orders, Financial Regulations and Scheme of Delegation can be found on the website: <https://mineheadtowncouncil.gov.uk/your-council/council-policy-procedures>

Needs

Following six months of operation, the revised governance arrangements have achieved their intended objectives and are operating effectively.

Increased delegation has reduced operational bottlenecks and enabled routine matters to be dealt with more efficiently. This has allowed members to focus more fully on strategic issues and the longer-term direction of the Council.

Overall, the arrangements have proven effective and proportionate to the Council's activities. The review has identified only one proposed amendment arising from operational experience.

Proposed Amendment to Financial Regulations

Financial Regulation 6.8(iv) currently reads:

"Fund transfers within the Council's banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Council."

It is proposed that **Financial Regulation 6.8(iv)** be replaced with the following wording:

"Transfers between bank accounts, savings accounts and investment accounts held solely in the name of Minehead Town Council may be authorised by the Clerk and RFO where undertaken for cashflow management, security of funds or to maximise investment returns. Details of all such transfers shall be reported to the next meeting of the Finance and General Purposes Committee."

Reason for amendment

The current £10,000 threshold may unnecessarily restrict the efficient management of Council funds. Transfers between Council-owned accounts do not constitute expenditure and do not commit funds to a third party. The amendment would allow officers to manage cashflow and maximise interest returns whilst retaining transparency through reporting to members.

Financial and Legal Considerations

The Standing Orders, Financial Regulations and Scheme of Delegation form a key part of the Council's governance framework, determining how decisions are made and delegated across the organisation.

The review has found that the current arrangements remain proportionate to the size and responsibilities of the Council, providing an appropriate balance between member oversight and operational efficiency. Financial controls remain in place and delegated powers are operating as intended.

The Council has powers under Section 101 of the Local Government Act 1972 to delegate functions to committees and officers, and Section 106 to adopt Standing Orders governing the conduct of Council business.

The proposed amendment relating to transfers between Council-owned accounts does not increase spending powers but supports more effective treasury management whilst maintaining transparency through committee reporting.

No significant legal, financial or governance concerns have been identified and the overall governance framework remains fit for purpose.

Recommendation

It is recommended that Council:

1. Approves the replacement of Financial Regulation 6.8(iv) with the wording set out in this report.
2. Confirms that the current Standing Orders, Financial Regulations and Scheme of Delegation remain fit for purpose.
3. Undertakes future reviews through the Council's normal annual review process.

Ben Parker
Town Clerk
October 2026

Public Play Park Report - Minehead

October 2026

Purpose

The purpose of this report is to analyse Minehead's play parks, assess the level of usage each site receives and outline a manageable, cost-effective strategy for the future management of these assets. This includes both long standing Minehead Town Council (MTC) facilities and those transferred from Somerset Council in May 2025.

What is a Play Park

Public play parks are designated outdoor spaces for children's recreation, socialisation, and physical activity. They contribute significantly to community wellbeing by offering safe, accessible environments for play. However, they also present challenges to maintenance, safety, accessibility and long-term sustainability. These factors must be considered when planning improvements of future investment.

Background

Prior to May 2025 Minehead Town Council owned & maintained four public play parks.

1. Cross Farm Park at Staunton Road
2. King George Playing Field at Stephenson Road. This area also includes a full-size football pitch and Pavilion used by Alcombe Rovers Football Club.
3. Irnham Recreation Ground. Includes a modern free MUGA court, free outdoor gym & 2 modern tennis courts (£4 per hour) at Irnham Road. The site also contains a professional size football pitch, currently leased to Minehead Athletic Football Club. Until 2041.
4. Periton Park at Periton Way.

Following the transfer of assets from Somerset Council in May 2025, Minehead Town Council owns/maintains or leases; -

5. The Pirate Ship & Swing play area on the Seafront at Warren Road (part of the 25-year Seafront lease)
6. Trinity Way on Warren Road (transferred as part of the devolution transfer)
7. Culvercliffe at Quay West (part of the 25-year Seafront lease)
8. Cuckoo Meadow at Whitworth Road (transferred as part of the devolution transfer)
9. Sycamore Road in Cuckoo Meadow (transferred as part of the devolution transfer)

10. Teal Road at Ellicombe (inspected by MTC, owned by Somerset Council)

11. Plover Close at Ellicombe (inspected by MTC, owned by Somerset Council)

12. Rainbow Way (inspected by MTC, owned by HRA (housing association))

(10 & 11) (Teal Road & Plover Close) remain owned by Somerset Council. Minehead Town Council carries out weekly safety checks for renumeration.

(12) Rainbow Way opened in 2025 and is owned by a housing association. Minehead Town Council provides safety checks for renumeration.

Current Usage of play parks in Minehead

Usage has been independently monitored for the last five years, in preparation for the 2025 asset transfer.

A “positive use” was recorded when an independent observer noted activity during scheduled daily visits.

Day total of each play park was in use per year (364 days covered)					
Financial Year	2021/22	2022/23	2023/24	2024/25	2025/26
Cross Farm Park	157	142	161	152	168
King George Field	57	49	76	43	77
Periton Park	0	1	0	3	2
Irnham Recreation	104	98	109	77	124
Pirate Ship	187	172	179	184	194
Trinity Way	0	0	0	0	0
Culvercliffe	1	3	1	4	4
Cuckoo Meadow	37	41	49	28	47
Sycamore Road	0	0	0	0	0
Plover Close	21	19	29	17	32
Teal Road	0	0	0	0	0
Rainbow Way	n/a	n/a	n/a	n/a	1

Key Observations

The Pirate Ship is consistently the most used play area

Cross Farm Park and Irnham Recreation Ground show strong, stable usage.

Several sites show zero or near zero usage, raising questions about long term viability

Newer or more modern facilities correlate with higher engagement.

Remote or small-scale neighbourhood parks (Sycamore Road, Teal Road) show no recorded activity.

Comparison with Similar Towns (2021 Census)

TOWN	POPULATION	PLAY AREAS PROVIDED
Chard	13,074	5 play areas including MUGA & skate park
Street	12,911	1 play area
Midsomer Norton	12,415	1 play area & MUGA
Minehead	11,981	12 play areas, plus MUGA, outdoor gym, tennis courts

Interpretation

Minehead provides far more play parks per capita than comparable Somerset towns. This raises strategic questions about:

- Sustainability
- Maintenance costs
- Resource allocation
- Future rationalisation

Description of Minehead's existing Play Areas

1. Periton Park

Minehead Town Council owned. Consists of a fenced & gated area of a large grass field in the Periton area

1 x multiplay asset 1 x swing set (basket, adult & infant swing) 1 x rocker, 1 x bench, 1x picnic bench 1 x bin



2. Cuckoo Meadow

Minehead Town Council owned. Specific play area containing mixed age play equipment.

Tractor tyre climbing asset, 1 x basket swing, 1 x Zip wire, 1 x multiplay

1 x swing set (2 infant 1 adult) 1 x bench, 1 x bin



3. Sycamore Way

Owned by Minehead Town Council. Consists of small specific fenced off area (brick walls & gated)

1 x multiplay asset , 1 x bin



4. Irnham Recreation Ground.

Minehead Town Council owned, Specific large central play area set around full-sized football pitch with floodlights and Community Hall (pitch leased to town football club) & hall leased part-time to football club.

2 x hard surface tennis courts, 1 x MUGA (multi use games area), Outdoor gym equipment (8 Pieces), 2 x picnic bench, 1 x bin, 1 x bench, 1 x multiplay, 1 x swing seesaw, 2 x multiplay with slide, 1 swing set (2 infant, 1 basket. 2 adult)



5. King George Playing Field

Minehead Town Council owned. A large flat open space with a football pitch and football building used by Alcombe Rovers Football Club.

Swing set (1 infant, 1 adult 1 basket swing), 1 x Seesaw, 1 x Multiplay, 2 x benches, 3 x bin set



6. Culvercliffe

Part of the Seafront lease. Owned by Somerset Council. Consists of five pieces of play equipment on a large open space at the start/end of the South West Coast Path.

1 x climbing bars, 1 x basket swing, 1 x cup seesaw, 1x puzzle board, 1 x balance beam, 1 x picnic bench



7. Trinity Way

Small defined play area owned by Minehead Town Council.

1 x slide, 1 x animal figure, 1 x set of stepping mushrooms, 1 x bench, 1 x bin



8.Seafront

Part of Seafront lease. Owned by Somerset Council. Consists of large Pirate Ship climbing multiplay (3 pieces) and a second play area containing

1 x small multiplay boat, 1 x roundabout, 1 x rocker, 1 x wooden shark, 1 x basket swing, 1 x puzzle board, 1 x pretend drive boat



9. Rainbow Way

Housing association owned, inspected by Minehead Town Council for a remuneration.

A small specific play area in a small housing complex.

1 x wooden multiplay with slide & climbing frame, 1 x bench



10. Teal Road

Somerset Council owned, inspected by Minehead Town Council for a remuneration.

A small specific play area in larger housing estate.

Consists of 1 x multiplay, 1 x bench, 1 x bin



11. Plover Close

Somerset Council owned, inspected by Minehead town Council for a remuneration.

A medium sized defined play area

1 x basket swing, 1 x circle balance beam, 1 x multiplay with slide 1 x multi – climb 1x bench 1 x bin



12. Cross Farm Park

A large defined play area and open space owned by Minehead Town Council with set areas for younger and older children.

Younger aged child area consists of

1 x multiplay with slide, 2 x rocker, 1 x balance beam, 1 x scramble net, 1 x climbing assault course (13 pieces) 1 x bench 1 x bin



Older aged child area consists of

1 x zip wire, 1 x basket swing, 1 x swing set (2 infant, 2 adult), 1 x multi-climb, 1 x chair roundabout, 1 x roundabout,



Funding Overview

Minehead Town Council has two primary sources for future play area investment.

The current earmarked reserve being held by Minehead Town Council - £17000.00

S106 funding held by Somerset Council, totalling £67555.60 available until the end of the allocation periods of each tranche.

Prices for new pieces of play equipment range from £690.00 for small items (Kompan Ltd “TikTok” play board for under 4 years, April 2026 pricing) to £100.327.00 for large multi-play structures (Wicksteed matrix K7” for over 10’s, May 2026 pricing)

Conclusion

Public play parks deliver clear community benefits, supporting children’s health, social development and outdoor activity. To remain safe and effective, they require consistent investment, planned maintenance, and a strategic planning to ensure they remain safe, welcoming, and beneficial spaces.

Recommend Strategy

To ensure best value for money and visible, sustainable improvement, the following approach is recommended:

1. Focus Investment on the Top Five Minehead Town Council Owned Play Areas

- Prioritised play areas should be selected based on usage, location, and accessibility.
- Investment should be phased over several years, replacing the current cycle of full renewal followed by gradual decline.
- This approach provides predictable delivery for the Council and demonstrates consistent improvements to residents.

2. Rationalise Underperforming or Defunct Play Areas

- Remove defunct sites and redistribute any safe, usable equipment to priority parks.
- Scrap equipment that is no longer fit for purpose.
- For Somerset Council owned parks, maintain facilities only while funding is provided.
- Share a summary of this report with Somerset Council to support discussions on equipment removal and future responsibilities.

3. Expand Youth Engagement and Holiday Provision

- Partner with local youth organisations (e.g., Minehead Eye, sports clubs, accredited activity providers) to deliver structured holiday activities within an agreed budget.
- Conduct a youth consultation to identify desired facilities and ensure investment aligns with actual needs.

4. Develop King George Playing Field as a Central Youth Hub

King George Playing Field is well-located with strong pedestrian, cycle, and vehicle access. Proposed developments include:

- A pump track on the existing play-park footprint.
- A fenced under-10s play area near the Cheeky Cherubs end funded by S106 money, available grants & current ear marked reserves.
- Increase use of the Pavilion as a tenanted refreshment outlet, creating a new income stream.
- Retain the existing football pitch, with fencing to prevent dog access.
- Continue use of the remaining open space areas for dog walking and other recreational activities..

**Public Play Park Report – Minehead
October 2026
Produced by J Chapman Deputy Clerk & RFO**



Item 13 i. Christmas Lighting Contract - Centre Motif Provision

Background

In June 2026, the Council awarded the Christmas Lighting Contract to Festive Lighting Company following a competitive tender process.

Following contract award and subsequent implementation discussions, it became apparent that there was a differing interpretation between the Council and the contractor regarding the number of centre motifs to be provided along The Parade. The Council's expectation was that 36 motifs (18 twin displays) would be supplied and installed, whereas the contractor's tendered provision was based on 18 motifs (9 twin displays).

Whilst there were differing views as to how this misunderstanding arose, it was clear that the discrepancy had not been identified during the tender evaluation process. At that stage, the Council's options were limited. Accepting the lower number of motifs would have resulted in a noticeably reduced display in a key part of the town centre, which was not considered desirable and would have fallen short of the standard anticipated by Members and residents.

Discussions were therefore undertaken with the contractor to seek a pragmatic and cost-effective resolution.

Needs

The original estimate provided by the contractor for supplying the additional motifs required to achieve the Council's expected display was £4,702.94 plus VAT per annum.

Following negotiations, agreement has now been reached whereby the contractor will provide the full complement of 36 motifs (18 twin displays) for an additional cost of £1,250 plus VAT per annum for the remainder of the contract term.

For clarity, the current annual contract value is £16,210.53 inclusive of VAT. This covers the hire, installation, removal and maintenance of all Christmas lighting included within the existing contract, including festoon lighting, tree lights and uplighters. With the addition of the extra centre motifs, the annual contract value will increase to £17,710.44 inclusive of VAT.

The negotiated figure represents a substantial reduction from the contractor's original additional cost proposal and enables the Council to deliver the level of Christmas lighting originally anticipated.

The additional expenditure can be accommodated within existing Christmas lighting budgets for the current financial year. However, Members should be aware that Christmas lighting budgets for 2027/28 and 2028/29 will need to reflect this additional annual commitment of £1,250 plus VAT.

Members should also note that the agreed figure represents a particularly favourable outcome arising from the negotiations and may not be reflective of future market costs should similar requirements arise when the contract is next retendered.

Legal and Financial Considerations

Under section 145 of the Local Government Act 1972, local authorities have powers to provide and support facilities and activities intended to encourage tourism and attract visitors, including seasonal decorations and illuminations.

The agreed variation results in an additional annual cost of £1,250 plus VAT (£1,499.91 inclusive of VAT), increasing the annual contract value from £16,210.53 to £17,710.44 inclusive of VAT. The additional expenditure can be met from existing budget provision; however, future Christmas lighting budgets will need to be adjusted accordingly to reflect this ongoing commitment.

Given the stage reached within the contract and the operational need to maintain an appropriate Christmas lighting display for the town centre, the most practical and financially advantageous option available to the Council was for the clerk to negotiate a reduced cost with the contractor rather than accept a significantly diminished display.

Recommendation

To note the resolution of the Christmas centre motif provision and the resulting increase in the annual contract value from £16,210.53 to £17,710.44 inclusive of VAT, which will need to be reflected in future Christmas lighting budgets.

Ben Parker
Town Clerk
October 2026



Item 13 ii. Christmas Event 2026 - Event Update and Budget Review

Background

Councillors will be aware that planning for the 2026 Christmas Event is progressing well and arrangements are now largely in place.

Following feedback received from residents, businesses and event partners after last year's event, particular attention has been given to event safety and pedestrian management. As a result, the road closure has been extended to include Friday Street and Park Street, in addition to the existing closure of The Avenue, The Shambles and The Parade. This enhanced layout is intended to improve pedestrian safety, reduce vehicle conflict points and provide a more cohesive event space.

Whilst this has increased traffic management requirements, the Council has secured extremely competitive rates through Highbridge and Burnham Carnival Club, helping to minimise the financial impact. In addition, the Council has secured the road closure order for the next two years, providing greater certainty for future event planning. The Council has also incurred necessary compliance costs, including first aid provision and statutory road closure fees. Expenditure recorded to date totals £3,421.83 excluding VAT.

The event continues to be developed on the principle of providing a free, accessible and community-focused Christmas celebration for residents and visitors. However, as much of the allocated budget has already been committed to essential compliance and safety requirements, there is limited flexibility remaining to support additional entertainment, promotion and other enhancements that would further improve the event experience.

The event is scheduled to take place on 27th November 2026, with road closures commencing from approximately 12:30pm and event activities anticipated to run between 3:30pm and 9:00pm.

Financial and Legal Considerations

Expenditure committed to date totals £3,421.83 excluding VAT, comprising traffic management, road closure fees, parking arrangements and first aid provision.

Whilst the event remains within budget at present, a significant proportion of available funds has already been allocated to statutory and safety-related requirements. An additional budget allocation of between £1,000 and £1,500 would provide flexibility to support entertainment, marketing, community activities and other event enhancements should they prove necessary. Any additional allocation would only be utilised where required and any underspend would remain within Council reserves.

The Council has a duty to ensure that events organised on its behalf are managed safely and in accordance with relevant legislation and guidance. The road closure arrangements, traffic management provisions and first aid cover form part of the Council's wider event safety responsibilities and help mitigate risks to attendees, volunteers and participants.

Recommendations

That Council notes the progress made in planning the 2026 Christmas Event and authorises any additional expenditure, up to a maximum of £1,500, required to support the safe and successful delivery of the event.

Ben Parker
Town Clerk
October 2026



Item 15. Blenheim Gardens Toilet Project Update

Background

Members will recall that the Council has been progressing proposals to convert the former storm shelter within Blenheim Gardens into new public convenience facilities, together with the refurbishment of the old gents block into an accessible toilet.

Planning permission has now been granted and, as anticipated, is subject to a number of planning conditions which will need to be discharged as the project progresses.

In accordance with the resolution of Full Council at its previous meeting, the Clerk has exercised delegated authority to commence a procurement process for the construction works. The opportunity has been advertised through the Government's Contracts Finder portal, with all tender documentation made available to interested contractors.

The Clerk has already met with a number of prospective contractors and there has been encouraging interest in the project. In addition, the final phase of the architectural work is progressing, with the detailed Building Regulations drawings currently with Building Control for approval. Preliminary drawings have also been included within the tender documentation to assist contractors in preparing submissions.

The current tender process remains live, with the closing date at 12 p.m. on Friday 6th November. Subject to a satisfactory number of compliant submissions being received, it is intended that a tender evaluation report and recommendation for contractor appointment will be brought before Full Council at its next meeting.

The overall aim remains to commence works as soon as practicable in early 2027 following contractor appointment, with the aspiration of opening the new facilities to the public by 1st March 2027.

Needs

The redevelopment of the former storm shelter will provide improved and an increased number of public toilet facilities within Blenheim Gardens and represents a significant investment in the town's visitor and community infrastructure.

The next key stage of the project is the procurement and contractor selection process. Whilst Standing Orders require at least one councillor to be present when sealed tenders are opened, it is considered good practice to involve a small Member panel in the process to ensure transparency and oversight.

A panel would enable Members to assist the Clerk in reviewing the returned submissions and identifying the strongest proposals for further consideration by Full Council. This would allow detailed consideration of the returned tenders whilst ensuring that any decision to appoint a contractor remains with Full Council.

It is proposed that the panel and Clerk undertake an initial assessment of all compliant bids and prepare a shortlist of up to three contractors for Council's consideration.

Financial and Legal Considerations

The Council currently holds £200,000 in earmarked reserves for the delivery of the Blenheim Gardens Toilet Project.

At this stage, tender returns have not yet been received and therefore the overall project cost remains unknown. Once tenders have been evaluated, a detailed financial assessment will be presented to Full Council, including confirmation of project affordability and any budget implications arising from the submitted bids.

The Council has the power to provide and maintain public conveniences under Section 87 of the Public Health Act 1936 and may undertake activities necessary to deliver the project through its incidental powers under Section 111 of the Local Government Act 1972.

The procurement exercise is being undertaken in accordance with the Council's Standing Orders and the requirements of the Procurement Act 2023. The contract opportunity has been advertised through the Government's Contracts Finder portal, ensuring an open and transparent procurement process and providing interested contractors with equal access to the tender documentation.

Standing Order 18(d)(iv) requires at least one councillor to be present when sealed tenders are opened. The proposed Member panel would satisfy this requirement while also providing additional transparency and scrutiny within the evaluation process.

Recommendation

That Council appoint a panel of three councillors to work with the Clerk in opening and reviewing the returned tender submissions for the Blenheim Gardens Toilet Project and authorise the panel and Clerk to undertake an initial evaluation of compliant bids and prepare a shortlist of up to three contractors for consideration by Full Council.

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

MINEHEAD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

16/06/2026

and recorded as minute reference:

2026/ 102

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk



www.mineheadtowncouncil.gov.uk

Section 2 – Accounting Statements 2025/26 for

MINEHEAD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	760,576	1,073,201	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	931,642	1,011,635	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	104,573	192,405	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	421,530	552,974	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	302,060	534,691	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,073,201	1,189,576	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,117,024	1,236,567	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,727,426	1,731,766	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	☒	☐	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.



Date

11/06/2026

I confirm that these Accounting Statements were approved by this authority on this date:

16/06/2026

as recorded in minute reference:

2026/102

Signed by Chair of the meeting where the Accounting Statements were approved



Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

Minehead Town Council – SO0187

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-auditpractice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

09/09/2026

Annual Governance and Accountability Return 2025/26 Form 3
Local Councils, Internal Drainage Boards and other Smaller Authorities*

Page 6 of 6

Transfer of Precept Funds to other existing Minehead Town Council accounts & opening of a new account.

Purpose of the transfers

Minehead Town Council received the second half of the 2026-2027 precept allocation in September 2026.

It was discussed earlier in the year for funds that are not required for immediate day-to-day expenditure would be moved to other interest-bearing accounts to earn a higher rate of interest than they would typically achieve if retained in the Council's current account, whilst remaining readily accessible should they be required.

The proposal is to use Minehead Town Council's existing accounts & open an instant access account as a holding account to the current account.

The transfers would be: -

£100,000 to Minehead Town Council's existing CCLA Public Sector Deposit Fund SC4 account £306,302.59 (balance 30.09.2026 approx. 4%) to increase growth. Funds remain available (without notice) to withdraw by postal instruction.

£100,000 to Minehead Town Council's existing NatWest Liquidity Manager account £388,231.64 (balance 30.09.2026 2% March 2026) to increase income. Withdrawals are on a 35-day notice period.

£150,000 to be transferred to a new NatWest Business Reserve Instant Access deposit account (interest 0.85%) to run alongside the NatWest current account. Funds remain immediately available for use at no cost for withdrawals. Signatories would be the same as the ones on the current account.

These transfers would provide a modest but valuable contribution towards supporting Council services and projects.

The proposed transfers will not affect the Council's cash flow requirements, as sufficient funds will remain available to meet the years budgeted expenditure and operational commitments.

Recommendation

Members are recommended to approve the above transfers from the current account to the Council's other accounts in order to increase investment income whilst maintaining appropriate liquidity and security of funds.

J Chapman

October 2026